

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
(FORMERLY KOLKATA PORT TRUST)  
HALDIA DOCK COMPLEX**



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

**ENGINEERING DEPARTMENT INVITE E-TENDER**

[Tender No. SDM(P&E)/T/23/2023-2024]

**FOR**

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**March, 2024**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
(FORMERLY KOLKATA PORT TRUST)**

**HALDIA DOCK COMPLEX**

**SHORT E-TENDER NOTICE**

**Tender No. SDM(P&E)/T/23/2023-2024**

Online e-tenders are invited for the work of “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.”

**Date of Pre-Bid Meeting : 22.03.2024, 11:00 Hrs. onwards (off-line).**

**Closing date & time of online submission of e-tender : 09.04.2024, up to 15:00 Hrs. (IST)**

<http://www.mstcecommerce.com/eprochome/kopt> of MSTC’s e-portal (only for view purpose).

**or**

<http://eprocure.gov.in/epublish/app> of Central Public Procurement Portal, Government of India (only for view purpose).

**or**

<https://kopt.enivida.in/> of e-Nivida’s e-portal (for view and bidding purpose).

**or**

<http://www.smpportkolkata.shipping.gov.in> of Syama Prasad Mookerjee Port, Kolkata (Formerly Kolkata Port Trust) {only for view purpose}.

However, intending bidder shall have to participate in bidding process through <https://kopt.enivida.in/> only.

**General Manager (Engineering)  
Haldia Dock Complex  
SMP, Kolkata**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**(FORMERLY KOLKATA PORT TRUST)**  
**HALDIA DOCK COMPLEX**  
**NOTICE INVITING E-TENDER**

**(Tender No. SDM(P&E)/T/23/2023-2024 )**

E-Tenders, under single part system [Pre-qualification, Techno-commercial Bid and Price Bid, in one part] are invited on behalf of Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (SMP Kolkata), from the intending bidders, fulfilling the “**Minimum Eligibility Criteria (MEC)**” and complying with the “Other documents” for the work of “**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**”

**2.1 MINIMUM ELIGIBILITY CRITERIA (MEC):**

**2.1.1** The average annual financial turnover of the bidder, during the last three (3) years, ending 31<sup>st</sup> March, 2023, must be at least **Rs 7,50,000.00.00**. Auditor’s Report of the bidding firm, certified by Chartered Accountant (CA), for the years **2020-21, 2021-22 and 2022-23**, including relevant Audited Balance Sheets and Profit & Loss Accounts, should be made available.

Note: The bidder upload the scanned copies of Annual Financial Turnover Statement (certified by CA) for the years **2020-21, 2021-22 and 2022-23** along with Balance Sheets and Profit & Loss Accounts.

**2.1.2** The bidders must have experience of having successfully completed “Similar Works” [defined below] during last seven (7) years, ending last day of month previous to the one in which tenders are invited, and the experience must be either of the following :-

- a) Three similar completed works of contract value not less than **Rs 10,00,000.00** each.  
Or
- b) Two similar completed works of contract value not less than **Rs 12,50,000.00** each.  
Or
- c) One similar completed work of contract value not less than **Rs 20,00,000.00**

The term “*similar works*” means –

***“Successful execution of order for repair/ fabrication and installation of Marine Gangway/ Marine gangway structures/ Marine Structure at any Major Port or Marine terminal or any other Central/ State Government.***

**Note:** The bidder(s) will upload the scanned copies of work order(s) for similar works, successful completion certificates (with performance) from clients indicating the date of completion, value of work done, etc.

**2.2 DOCUMENTS**

**2.2.A. ESSENTIAL DOCUMENTS:**

The bidder should also upload scanned copies of the following documents along with bids;

- a) Scanned copies of **Audited Balance Sheets and Profit & Loss Accounts for the years 2020-21, 2021-22, 2022-23**
- b) Scanned copies of work order(s) for similar works, successful completion certificates (with performance) from clients indicating the date of completion, value of work done, etc.

**NOTE : Work Experience as a sub-contractor or supply contractor shall not be considered as requisite qualification.**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

## 2.2. B. OTHER DOCUMENTS:

- i. Goods and Services Tax (GST) Registration Certificate, issued by Government of India.
- ii. Valid **Profession Tax Clearance Certificate (PTCC) or Up-to-date Profession Tax payment challan**, if applicable. If this is not applicable, the bidder must submit [upload] a declaration in this regard.
- iii. Certificate for allotment of Employees' Provident Fund (EPF) Code No. [Latest challan is to be submitted (uploaded)], if applicable. If this is not applicable, the Bidder should submit [upload] a declaration (in the form of Affidavit), in this regard.
- iv. Registration certificate of **Employees' State Insurance (ESI)** authority, if applicable.
- v. If this is not applicable, necessary document(s) [to establish non-applicability], along with **affidavit, affirmed before a first-class Judicial Magistrate** to that effect, are to be submitted [uploaded]. Moreover, such bidder(s) shall have to submit a declaration, confirming that they will obtain registration certificate of ESI authority, if required, and they will indemnify **SMP, Kolkata** against all damages & accident occurring to their labourer (including that of sub-contractor's labourers), in connection with the instant contract, in case they become a Contractor.
- vi. PAN Card, issued by Income Tax Department, Government of India.
- vii. Certificate from MSME / Micro & Small Enterprises (MSEs) / National Small Industries Corporation (NSIC) under single point registration / DIC / SSI / Aadhar Udyog or any empowered Central / State Govt. authority.
- viii. Scanned copy of **Power of Attorney (if applicable)**.
- ix. TDS certificate including 26AS to validate the legitimacy of work completion certificate/s submitted as credential.

2.3 The bidders are required to submit bid as per the instructions of the instant bidding documents (including Notice Inviting e-Tender). Bid will be considered rejected if any of the essential documents as mentioned in Clause no. 2.2.A is not submitted by the bidder. Essential documents means papers related to "Minimum Eligibility Criteria (MEC)", including Bid Document fee, Earnest Money Deposit.

## 2.4 AVAILABILITY OF THE BIDDING DOCUMENTS:

The bidding documents (in full) would be available in the following websites:-

- <http://www.mstcecommerce.com/eprochome/kopt> of MSTC's e-portal (only for view purpose).
- <http://eprocure.gov.in/epublish/app> of Central Public Procurement Portal, Government of India (only for view purpose)
- <https://kopt.enivida.in/> of e-Nivida's e-portal (for view and bidding purpose).
- <http://www.smpportkolkata.shipping.gov.in> Syama Prasad Mookerjee Port, Kolkata (Formerly Kolkata Port Trust) {only for view purpose}.

Corrigenda, Addenda, Queries & Clarifications, if any, would also be available in the aforesaid websites.

## 2.5 PARTICIPATING IN THE BIDDING PROCESS:

The bidders will have to participate in the electronic bidding process through the website of E-Nivida (<https://kopt.enivida.in/>) only.

**General Manager (Engineering)**  
**Haldia Dock Complex, SMP, Kolkata**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**SCHEDULE OF TENDER (SOT)**

(Tender No. SDM(P&E)/T/23/2023-2024)

3.1.	Name of work	::	Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.
3.2.	Tender Inviting Authority	::	General Manager (Engineering), Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata
3.3.	Mode of Tender	::	<b>e-Procurement System.</b> Online (Pre-qualification, Techno-commercial Bid and Price Bid, in one part) through <a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a> of E-NIVIDA <b>No physical tender is acceptable by Haldia Dock Complex, SMP, Kolkata.</b>
3.4.	Estimated Cost	::	<b>Rs. 25,00,000.00 (excluding GST).</b>
3.5.	i) Bid Document Fee (Cost of bidding documents)	::	The intending bidders should deposit <b>Rs 590.00 (Indian Rupees: Five hundred Ninety) [including GST @ 18%]</b> , as Bid document Fee (non-refundable), to Haldia Dock Complex through the following mode.  <b>Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/ eWallet/ UPI.</b> Bidder has to select the payment option as “e-payment” to pay the requisite Bid document Fee (non-refundable), as mentioned above and enter details of the instrument. In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive. <b>For exemption of Bid Document Fee:- Bidders to upload the scanned copy of the Udyam Registration Certificate with the Udyam Registration Number as proof of their being registered Udyam Registration Portal in electronic format.</b>
	ii) Earnest Money Deposit (EMD)	::	The intending bidders must deposit <b>Rs 50,000.00</b> (Indian Rupees Fifty thousand) only, as <b>Earnest Money</b> , to Haldia Dock Complex, through the following mode.  <b>Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/ eWallet/ UPI.</b> Bidder has to select the payment option as “e-payment” to pay the requisite EMD, as mentioned above and enter details of the instrument. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non responsive.

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

			<p><b>NOTE:</b> For exemption of Earnest Money:- Bidders to upload the scanned copy of the Udyam Registration Certificate with the Udyam Registration Number as proof of their being registered in Udyam Registration Portal in electronic format.</p>
	<p>iii) <b><u>RailTel/e-Nivida Fee</u></b> ( Non-refundable)</p>	::	<p><b>Mode of Payment:-</b> E-payment Only through Debit/Credit Card or Net Banking. <b>Tender Processing Fee (TPF):-</b> 0.1% of estimate cost (Minimum 750/- and Maximum 7500/-) plus GST. <b>Registration Charges:</b> Rs. 2000/- + Applicable GST Per Year.</p> <p>Note: 1. The bidders, who are not yet to be registered with RailTel, are advised to get themselves registered with RailTel, at least 72 (seventy two) hours prior to bid submission. 2. Bidders are required to ensure that their corporate email id provided is valid and updated at the stage of registration of vendor with RailTel's e-Nivida Portal [<a href="https://kopt.enivida.in">https://kopt.enivida.in</a>] (i.e. Service Provider).</p>
3.6.	<b>Completion Period</b>	::	<b>60 (Sixty) days from the date of placement of Work Order.</b>
3.7.	<b>Bid Validity</b>	::	120 days.
3.8.	<b>Performance Bank Guarantee / Security Deposit</b>	::	10 % of the Contract Value (excluding GST) for completion period & guarantee period 12 (twelve) months for complete work in the form of Bank Guarantee / Demand Draft.
3.9.	<b>Guarantee Period</b>	::	<p>Executed work as well as the materials supplied by the Contractor will have to be guaranteed for a period of 12 (twelve) months from the date of handing over of the complete work to HDC, by the contractor.</p> <p>This guarantee obligation shall cover both materials supplied and workmanship related to the total work executed by the contractor.</p>
3.10.	<b>Pre- Bid Meeting</b>		<p><b>22.03.2024, 11:00 Hrs. onwards (off-line)</b>, at the Office of Sr. Dy. Manager (P&amp;E); Operational Administrative Building (1<sup>st</sup> Floor), Haldia Dock Complex, SMP, Kolkata. Chiranjibpur; P.O. Haldia; Dist. Purba Medinipur; PIN: 721 604; West Bengal; India.</p>
3.11.	i) <b>Starting date &amp; time of submission of e-Tender</b> at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	::	<b>15.03.2024, from 11:00 Hrs. (IST).</b>

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

	ii) Closing date & time of submission of e-Tender at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	::	<b>09.04.2024 up to 15:00 Hrs. (IST).</b>
	iii) Date & time of opening of e-Tender (Techno-commercial Bid & Price Bid).	::	<b>09.04.2024, 15:30 Hrs. (IST) onwards.</b>
<b>3.12.</b>	<b>Address of the Employer</b>	::	<b>Syama Prasad Mookerjee Port, Kolkata (FORMERLY KOLKATA PORT TRUST)</b> 15, Strand Road, Kolkata – 700 001, West Bengal, India.
<b>3.13.</b>	<b>Address of Engineer</b>	::	<b>General Manager (Engineering), Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</b>  <b><u>Address:</u></b> Engineering Department, Jawahar Tower Complex ; P.O. Haldia Township; Dist. Purba Medinipur ; PIN: –721607, West Bengal, India.  <b>Telephone no. :</b> + 91-3224-264496 <b>E. mail :</b> <a href="mailto:aganesan.hdc@kolkataporttrust.gov.in">aganesan.hdc@kolkataporttrust.gov.in</a>
<b>3.14.</b>	<b>Address of the Engineer's representative</b>	::	Shri K. Mukhopadhyay, Designation : Sr. Dy. Manager (P&E), Operational Administrative Building (1 <sup>st</sup> floor), Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, Chiranjibpur; P.O: Haldia; Dist. Purba Medinipur; PIN: 721 604; West Bengal; India. <b>Telephone no. :</b> + 91-3224-252713 <b>Mobile no. :</b> + 91 94340 62312 <b>E. mail :</b> <a href="mailto:koushikm.hdc@kolkataporttrust.gov.in">koushikm.hdc@kolkataporttrust.gov.in</a>

**General Manager (Engineering)  
Haldia Dock Complex  
Syama Prasad Mookerjee Port, Kolkata**

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**



## **SECTION – IV**

### **Instructions for Online Bid Submission**

#### **4.1 Introduction:**

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

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

- Bidders Manual Kit
- Help for Contractors
- FAQ

#### **Contact person (Haldia Dock Complex):**

- (i) Shri K. Mukhopadhyay,  
Designation: Sr. Dy. Manager (P&E),  
Mobile No.: + 91 94340 62312  
Landline: + 91-3224-252713  
E-mail : [koushikm.hdc@kolkataporttrust.gov.in](mailto:koushikm.hdc@kolkataporttrust.gov.in)
- (ii) Shri S. Maji,  
Designation: Asst. Manager (P&E)  
Mobile No.: + 91 9434031364  
E-mail : [smaji.hdc@kolkataporttrust.gov.in](mailto:smaji.hdc@kolkataporttrust.gov.in)

#### **Contact persons (E-Nivida):**

- |   |   |
|---|---|
| (i) Shri Siddharth Ghosh  | (ii) Shri Deepak Jha  |
| Mobile No.: + 91 9355030604   | Mobile No.: +91 8448288981  |
| E-mail : <a href="mailto:ewizardsiddharth@gmail.com">ewizardsiddharth@gmail.com</a> | E-mail : <a href="mailto:ewizarrdipak@gmail.com">ewizarrdipak@gmail.com</a> |

- 4.2 4.2.1** All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 4.2.2** E-tender cannot be accessed after the due date and time mentioned in NIT. The process involves Electronic Bidding for submission of Bid Document Fee, EMD, Techno-Commercial Bid as well as Price Bid.
- 4.2.3** 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.
- 4.2.4** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- 4.2.5** No deviation to the technical and commercial terms & conditions are allowed.
- 4.2.6** The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
- 4.2.7** The bid will be evaluated based on the filled-in technical & commercial formats. Price bid must be filled-up in EXCEL Sheet through E-NIVIDA PORTAL (which is uploaded by SMP, Kolkata).
- 4.2.8** Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” .  
A declaration in this regard is to be made by the bidder.
- 4.2.9** (A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder’s can witness electronic opening of Bid.
- (B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the E-Nivida.
- (C) Bid Document Fee (Cost of bidding documents) and Earnest Money Deposit (EMD) should reach this office physically before opening of Tender document, failing which techno-commercial bid will not be opened.
- (D) Bid Document Fee (Cost of bidding documents) and Earnest Money Deposit (EMD) are to be treated as essential documents, should upload with the other essential documents.

**4.3 Instructions related to Micro & Small Enterprises (MSEs):**

- 4.3.1** Since Micro & Small Enterprises (MSEs) / National Small Industries Corporation (NSIC) under single point registration / DIC / SSI / Aadhar Udyog or any empowered Central / State Govt. authority are exempted from paying Bid Document Fee (Cost of bidding documents), Earnest Money Deposit (EMD), submission of necessary documents by such bidders in this regard is also imperative. But all MSEs registered with NSIC / DIC are not exempted from depositing cost of tender document. Only those firms, having documents of such exemption for the whole tender work (as per Scope of Work) will be exempted. Documentary evidence must be submitted in techno-commercial part of Tender for claim of such exemption, failing which their tender would be summarily rejected.
- 4.3.2** When splitting of tender quantity is not possible purely on technical ground, Trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.

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**4.4 Other Instructions related to e-Procurement:**  
**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- 4.4.1** All notices and correspondence with the bidder(s) shall be sent by e-mail only during the process till finalization of tender by HDC, SMP Kolkata. Hence, the intending bidders are required to ensure that their e-mail IDs provided are valid and updated at the stage of registration of bidders with E-NIVIDA (i.e., Service Provider). The intending bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- 4.4.2** In all cases, an intending bidder should use their own ID and Password, along with Digital Signature, at the time of submission of their bid. It is mandatory that all bids are submitted with Digital Signature Certificate (DSC), otherwise the same will not be accepted by the system.
- 4.4.3** Addenda, Corrigenda and Queries & Clarifications (with respect to the instant e-Tender), if any, would be hosted in the e-Procurement portal of E-NIVIDA.  
Since there is no provision to take out the list of intending bidders downloading the bidding documents from the websites mentioned in the Tender Notice, the intending bidders are requested to check the website of E-Nivida to ensure that they have not missed any Addenda, Corrigenda and Queries & Clarifications, uploaded against the instant e-Tender, after downloading the bidding documents. The responsibility of downloading such Addenda, Corrigenda and Queries & Clarifications, if any, will be that of the intending bidders.
- 4.4.4** No deviation/variation of the techno-commercial terms and conditions of the bidding documents will be considered by HDC, SMP Kolkata. Submission of bid in the e-Tender platform by any bidder confirms their acceptance of the techno-commercial terms and conditions of the bidding documents.
- 4.4.5** HDC, SMP Kolkata reserves the right to accept or reject any bid (in full or part) and to annul the bidding process and to reject all bids, at any time prior to contract award, without assigning any reason thereof and without thereby incurring any liability to the bidders.
- 4.4.6** Any order resulting from this open e-Tender shall be governed by the terms and conditions mentioned therein.
- 4.4.7** All electronic bids submitted during the e-Tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by HDC, SMP Kolkata will form a binding contract, between HDC, SMP Kolkata and the bidder, for execution of the work. Such contractor shall be called hereafter the 'CONTRACTOR'.
- 4.4.8** The bids will be evaluated based on the filled-in Technical & Commercial formats and the requisite documents submitted (uploaded) by the bidders.
- 4.4.9** The documents uploaded by bidder(s) will be scrutinized. During scrutiny, in case any of the information furnished by the bidder is found to be false, Earnest Money Deposit of such defaulting bidder(s) will be forfeited. Punitive action, including suspension and banning of business, can also be taken against such defaulting bidder(s).
- 4.4.10** HDC, SMP Kolkata, at its discretion, may extend the closing date & time of e-Tender, prior to the closing date & time of e-Tender mentioned in the Schedule of Tender (SoT). However, the closing date & time of e-Tender will not be extended, under any situation, after the due date is over.

#### **4.5 Opening of Bid [Pre-qualification & Techno-commercial Bid and Price Bid] :**

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- 4.5.1** The Bids (Pre-qualification & Techno-commercial Bid and Price Bid) will be opened electronically on specified date and time, as given in the Schedule of Tender (SoT). Bidder(s) can witness electronic opening of bid(s).

**4.6 RailTel Tender Processing Fee (Non refundable) :**

**Mode of Payment:-** E-payment Only through Debit/Credit Card or Net Banking.

**Tender Processing Fee (TPF):-** 0.1% of estimate cost (Minimum 750/- and Maximum 7500/-) plus GST. **Registration Charges:** Rs. 2000/- + Applicable GST Per Year.

**Note:**

The bidders, who are not yet to be registered with RailTel, are advised to get themselves registered with RailTel, at least 72 (seventy two) hours prior to bid submission.

**Bidders** are required to ensure that their corporate email id provided is valid and updated at the stage of registration of vendor with RailTel's e-Nivida Portal

[<https://kopt.enivida.in>] (i.e. Service Provider).

## SECTION – V

### INSTRUCTIONS TO BIDDERS (ITB)

#### A. GENERAL

##### 5.1 Definition and interpretations :

- (a) the term “in writing” means communicated in written form (i.e. by mail, e-mail, fax, telex, etc.) and delivered against receipt;
- (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular;
- (c) “day” means calendar day; and
- (d) “Procurement” means the entire work requirements, as specified in **Section VI Scope of Work and Technical Specification.**

##### 5.2 **Fraud and corruption**

**5.2.1** It is the policy of **SMP Kolkata (erstwhile KoPT)** to require that bidders, Contractors, Sub-contractors, and Consultants, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, **SMP Kolkata :**

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - (ii) “**fraudulent practice**” means a misrepresentation or omission of facts, in order to influence a public procurement process or the execution of a contract;
  - (iii) “**collusive practice**” means a scheme or arrangement between two or more bidders, designed to establish Bid Prices at artificial, non competitive levels;  
and
  - (iv) “**coercive practice**” means harming, or threatening to harm, directly or indirectly, persons or their property to influence their participation in procurement process or affect the execution of a contract;
- (b) will reject a proposal for award, if it determines that the bidder, recommended for award, has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;
- (c) Will terminate contract, if it determines at any time that representatives of SMP Kolkata engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the

execution of that contract ;

- (d) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract;

and

- (e) will have the right to require that a provision be included in Bidding Documents and in contracts, requiring bidders, contractors , subcontractors, and consultants to permit SMP Kolkata to inspect their accounts and records and other documents relating to the bid submission and contract performance.

**5.2.2** Furthermore, bidders shall be aware of the provision stated in GCC.

### **5.3 Eligible bidders**

**5.3.1** A Bidder, and all parties constituting the Bidder, **should have the nationality of any country**. A Bidder shall be deemed to have nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of the country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or contractors for any part of the contract, including related services

**5.3.2** A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder and one or more parties :

- (a) Submit more than one bid in this bidding process.

Or

- (b) are or have been associated in the past , with a firm or any of its affiliates which have been engaged by **SMP Kolkata** to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under the instant Bidding Documents.

**5.3.3** Participating by a Bidder in more than one bid shall result in the disqualification of all bids, in which such Bidder is involved.

**5.3.4** A Bidder that is under a declaration of ineligibility by **SMP Kolkata**, in accordance with **ITB Clause No.5.2**, at the date of contract award shall be disqualified.

### **5.4 Authority in signing the bid / offer**

**5.4.1** In case the bid is submitted by a **Proprietorship Firm**, the same should be signed either by the **Proprietor** or other person(s), holding a valid **power of attorney / authorisation** from the proprietor, in connection with this bidding process. The signature of such power of attorney holder(s) / authorised person(s) should be attested by the proprietor. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid [Part I]**.

- 5.4.2** In case the bid is submitted by a **Partnership Firm**, the same should be signed either by the partner(s), holding valid **power of attorney** from the partners or other person(s), holding valid **authorisation** from such power of attorney holder(s) , subject to approval of the partner(s) in the matter of giving such authorization, in connection with this bid. The signature of such **power of attorney holder(s) / authorised person(s)** should be attested by the **partners** or **power of attorney holder**, as the case may be. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid**.
- 5.4.3** In case the bid is submitted by a **Limited Company**, the same should be signed by the person(s) holding valid **power of attorney / authorisation**, executed in his / their favour ( in connection with this bid) and the signature of such **power of attorney holder(s) / authorised person(s)** should also be attested, in accordance with the constitution of the Limited Company. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid**.
- 5.4.4** Such **power of attorney holder(s) / authorised person(s)** should put his / their signature identical with the attested one, in the relevant documents submitted / uploaded, in connection with the instant bidding process [including “**Techno-commercial Bid**”]. In case of putting different signatures in different documents / offers, all such signatures should be attested by the same person in line with the above.

**B.**

**CONTENTS OF BIDDING DOCUMENTS**

**5.5 Sections of Bidding Documents**

- 5.5.1** The contents of the **Bidding Documents** as detailed at “TABLE OF CONTENTS” should be read in conjunction with any addendum / corrigendum issued in accordance with **ITB Clause No. 5.7**.
- 5.5.2** The Employer (SMP Kolkata) is not responsible for the completeness or correctness of the bidding documents and their Addenda, if they were not obtained directly from the source indicated in Notice Inviting e-Tender.
- 5.5.3** The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents [considering all addenda / corrigenda issued] may result in the rejection of the bid.

**5.6 Pre-Bid Meeting**

- 5.6.1** A prospective bidder requiring any clarification of the instant Bidding Documents shall contact **Sr. Dy. Manager (P&E), HDC**, in writing, or raise their enquiries during the **Pre-bid meeting**.
- The **prospective bidders** are requested to submit their queries / observations / suggestions / requests for clarification, in connection with the instant Bidding Documents, in advance, to enable **SMP Kolkata** to prepare response / clarifications and make pre-bid meeting meaningful.
- 5.6.2** As indicated in the Schedule of Tender, pre-bid meeting will be conducted off-line on behalf of HDC, SMP Kolkata. The purpose of this pre-bid meeting will be to clarify issues and to answer questions on any matter (in connection with the instant Bidding Documents only) that may be raised at

that stage.

Authorised representative(s) of the prospective bidders will be allowed to attend the **Pre-bid meeting**, which will be held on the date, time & at the venue stipulated in the **Schedule of Tender (SOT)**.

The **designated representative(s)**, who will be deputed to attend the **pre-bid meeting**, should submit their authorization in this regard. The signature of such designated person(s) should be attested by the authorized signatory of the prospective bidders. Otherwise, the designated person should have to submit the proof of his identity through other means.

**5.6.3** The prospective bidders are advised to attend the pre-bid meeting. However, non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

**5.6.4** Unless otherwise notified, **all the queries / observations / suggestions / requests for clarification** (related to the instant Bidding Documents only) [including the **queries / observations / suggestions / requests for clarification raised during pre-bid meeting**], received till the date of **pre-bid meeting**, will be considered. **SMP Kolkata's** response / clarifications (including description of queries / observations / suggestions / requests for clarifications, but without identifying its source), in this regard, will be communicated to all the known prospective bidders (i.e. who would **attend pre-bid meeting** or **submit queries / observations / suggestions** or **requested for clarification**), in writing, well in advance to the last date of submission of bids. The aforesaid **queries / observations / suggestions / requests for clarification** and **SMP Kolkata's** response / clarifications will also be hosted in the websites, as specified in the **Notice Inviting e- Tender**.

Any modification to the Bidding Documents, which may become necessary as a result of the **SMP Kolkata's response / clarifications**, so issued, shall be made through the issue of an addendum / corrigendum, pursuant to **ITB**.

**5.6.5** The Bidder shall be deemed to have **examined** thoroughly the instant Bidding Documents, in full, [considering all addenda / corrigenda issued (if any)], **visited the site & surroundings** and to have **obtained all necessary information in all the matters** whatsoever that might influence while carrying out the job as per the conditions of the instant **Bidding Documents** [considering all addenda / corrigenda issued (if any)] and to satisfy themselves to sufficiency of their bid, etc. If they shall have any issue to be clarified, the same should be brought to the notice of **SMP Kolkata**, in writing, as set out in **ITB**.

The bidders are advised to acquaint themselves with the job involved at the site, like technical scope of work, availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of West Bengal & Government of India and other statutory bodies from time to time. The Bidder shall be deemed to have examined and collected all necessary information as to risk, contingencies and other circumstances, which may be necessary for preparing the Bid.

Visiting the site shall be at the bidder's own expense. Failure to visit to site will no way relieve the Contractor (contractor) of any of their obligation in performing the work and liabilities & responsibilities thereof,



in accordance of the contract.

- 5.6.6** Necessary Gate Pass/Dock Entry Permit, for entering into the Dock area, will be issued to the designated representative(s) of the prospective bidders, on chargeable basis [as per the extant “Scale of Rates” of SMP Kolkata, available at <http://www.smporkolkata.shipping.gov.in/> of SMP Kolkata (FORMERLY KOLKATA PORT TRUST)], to visit the site, for the purpose of inspection only, on receipt of a formal written request. The signature of such designated person(s) should be attested by the authorized signatory of the prospective bidders. Otherwise, the designated person(s) should have to submit proof of his/their identity through other means.

However, during the pre-bid meeting, if the prospective bidders are willing to enter into the dock area, they will be allowed through VIP Pass of HDC free of cost.

Such prospective bidder will be fully responsible for any injury (whether fatal or otherwise) to its designated representative(s), for any loss or damage to property, or for any other loss, damage, costs and expenses whatsoever caused, which, but for the granting of such permission, would not have arisen.

The prospective bidder will be liable to indemnify SMP Kolkata against any loss or damage to the property of SMP Kolkata or neighbouring property which may be caused due to any act of prospective bidder or their designated representative(s).

## **5.7 Amendment of Bidding Documents**

- 5.7.1** At any time, prior to the last date for submission of bids, **SMP Kolkata** may, for any reason whether at its own initiative or in response to the **queries/ observations/suggestions/requests for clarification**, amend and modify the bidding documents by issuing Addenda/Corrigenda. Such Addenda/Corrigenda will be hosted in the websites, as specified in the **Notice Inviting e-Tender**.

- 5.7.2** Any Addendum/Corrigendum, thus issued, shall be part of the bidding documents and shall be communicated, in writing, to all the known prospective bidders (i.e. who would attend Pre-bid Meeting or submit queries / observations / suggestions or request for clarification), in writing, well in advance to the last date of submission of bids.

- 5.7.3** To give prospective bidders reasonable time to take the Addendum / Corrigendum into account in preparing their bids, SMP Kolkata may, at their discretion, extend the last date for submission of the bids, prior to the closing date & time of e-Tendering.

## **C. PREPARATION OF BIDS**

### **5.8 Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of their bid, and **SMP Kolkata** shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **5.9 Language of Bid**

The Bid, as well as all correspondence and documents relating to the bid, exchanged

by the Bidder and SMP Kolkata, shall be written in the **English language only**. If the supporting documents and printed literature, that are part of the bid, are in another language, they must be accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the bid, such translation shall govern.

## 5.10 Documents comprising the Bid

5.10.1 The Bid shall comprise of the following :-

(a) Pre-qualification and Techno-commercial Bid:

The Pre-qualification & Techno-commercial Bid comprises all documents [including the Bidding Forms (provided in these bidding documents), duly filled in, signed and stamped] required to be submitted as per the Notice Inviting e-Tender, Schedule of Tender (SOT), Instructions To Bidders (ITB) and any other relevant clause(s) of these bidding documents.

(b) Price Bid:

The Price Bid comprises the prices only and the same are to be submitted electronically, through the website of <https://kopt.enivida.in/> only.

## 5.11 Form of Tender

The bidder shall have to submit (upload) the “**FORM OF TENDER**”. This form **must be completed without any alterations** to its format, and no **substitutes shall be accepted**. All blank spaces shall be filled in with the information requested. Such **duly filled in “FORM OF TENDER”** should be uploaded.

## 5.12 Price Schedule

5.12.1 The Bidder shall quote their price on-line (**through E-Nivida only**) as per the **Price Schedule** (Bill of Quantities) in the Price bid, without any condition or deviation. Price indicated anywhere else, in any other form or manner, will not be considered for evaluation of Price Bid.

5.12.2 The Bidder should submit (upload) the **unpriced** format [Bidding Form VI : **PRICE SCHEDULE**], of the instant Bidding Documents, duly filled in the GST rates at appropriate places and signed & stamped as token of acceptance.

## 5.13 Bid Prices

5.13.1 The prices are to be quoted by the Bidder **through E-Nivida Portal**, considering the work requirements, as detailed in **Section VI (Scope of Work and Technical Specification)** and other terms & conditions of the Bidding Documents (considering all addenda / corrigenda issued).

5.13.2 Except where otherwise expressly provided, the contractor shall have to provide all materials, labour, plant and other things necessary in connection with the contract, although everything may not be fully specified, and although there may be errors and omissions in the specifications.

5.13.3 The prices and rates entered (electronically through E-Nivida) **as per the Price Schedule** (Bill of Quantities), in the Price bid, by the **Bidder**, shall include, inter alia, all costs and expenses involved in or arising out of the

following:

- (a) Supply, delivery, inspection, transportation (including insurance), handling, receipt and storage of all required materials [in line with Scope of Work (Section VI)] and equipment at site.
- (b) The provision, storage, transport, handling, use, distribution & maintenance of all materials, equipment, machinery and tools, including all costs, charges, dues, demurrage or other outlays involved in transportation.
- (c) The provisions & maintenance of all their staff & labour and their payment, accommodation, transport, fares and other requirements.
- (d) All required first aid, welfare and safety requirements.
- (e) Damage caused to the work and /or construction, plant, materials and consumable stores caused by weather.

**5.13.4** Tools, Tackles, lifting machineries, scaffolding, temporary lighting, different vehicular transport etc. required for execution of the whole work will have to be arranged by the Contractor, at their own risk, cost & arrangement, which may be considered, while submitting their rates in the offer.

**5.13.5** Rates & amounts quoted by the bidders in the “PRICE SCHEDULE”, include all incidental charges [excluding Goods and Services Tax (GST)], as applicable, and charges for packing, forwarding, loading, handling, carrying to any lead, stacking, transportation, permits, overheads & profit, etc. necessary for the complete services as described in this Bidding Document.

GST, as applicable, shall be paid extra against proper invoice submitted by the Contractor.

The contractor will be required to submit GST compliant invoice with all required details and also be required to file timely and proper return so as to enable SMP Kolkata to get due credit against GST paid.

In case of any failure on the above account, GST amount, even if paid by SMP Kolkata, shall be recoverable from the Contractor.

**5.13.6** All quoted rates will remain firm during the validity period of the bid / offer, including any / all extension thereof, agreed by the bidder.

However, changes **in statutory taxes & duties [other than GST] will be adjusted** (within the scheduled completion period), based on documentary evidence.

**5.13.7** The Bidder should clearly understand that they shall be strictly required to conform to all terms & conditions of the instant Bidding Documents [considering all addenda / corrigenda (if any) issued], as contained in each of its clauses and **plea of “Customs Prevailing”** will not be, in any case, admitted as excuse on their part, for infringing any of the terms & conditions.

No request for change or variation in rates or terms & conditions of the contract shall be entertained on the ground that the contractor has not understood the work envisaged in the instant contract.

#### 5.14 Currencies of Bid

The **Bidders** should quote the prices in **Indian Rupees (Rs)** only.

#### 5.15 Period of validity of bids

**5.15.1** Bids shall remain valid for the period of **180 days** after the bid submission deadline date (considering extension thereof, if any) as prescribed in **ITB**. A bid, valid for a shorter period, shall be rejected by **SMP, Kolkata**, treating the same as non-responsive.

**5.15.2** In exceptional circumstances, prior to the expiration of the bid validity period, **SMP Kolkata** may request the bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

A Bidder granting the request shall not be required or permitted to modify its bid, except when option to do the same has been specifically granted by **SMP Kolkata**, in writing.

#### 5.16 Earnest Money Deposit (EMD)

##### 5.16.1 Method of depositing EMD

As per methodology stipulated in the 'NOTICE INVITING E-TENDER', the intending tenderer must deposit **Earnest Money Deposit (EMD)**, as detailed in the Schedule of Tender (SOT).

**Failing to deposit the Earnest Money, as per the above details, shall make the Tender liable for rejection.**

##### 5.16.2 Forfeiture of EMD

Earnest Money may be liable for forfeiture at the option of the Trustees, if the Bidder withdraws his offer after the schedule date of submission of offer and before expiry of the validity period of the offer; and / or, alters / amends any terms and / or condition and / or quoted rate(s), after the schedule date of submission of offer and before expiry of the validity period of the offer (excepting when option to do the same has been specifically granted by the **HDC, SMP, Kolkata** in writing) making it unacceptable to **HDC, SMP, Kolkata** and / or, in case of contractor, fails to carry out the work or to perform / observe any of the conditions of the Contract; and /or, fails to carry out the work or to perform / observe any of the conditions of the Contract. For the purpose of this provision, the validity period shall include any / all extension thereof agreed by the bidder in writing. The Trustees shall also be at liberty to deduct any of their dues from Earnest Money.

##### 5.16.3 Refund of EMD

Earnest Money Deposit of uncontractors shall be released / refunded as per normal procedure of **HDC, SMP, Kolkata** on award of contract to the contractor.

The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous

Receipt of Earnest Money.

No interest shall be payable on the account of EMD in any case.

**D. SUBMISSION OF BIDS AND OPENING OF BIDS (INCLUDING PRICE BID)**

**5.17 Submission of bids**

- 5.17.1** Bidders shall have to submit their bids [both **Pre-qualification & Techno-commercial Bid** and **Price Bid**] on-line **through E-Nivida only**.
- 5.17.2** The Bidder should submit (upload) the scanned copies of all the relevant and required documents, statements, filled up formats, certificates, etc. [in accordance with **ITB**], in the aforesaid portal, in support of their **Pr-qualification Criteria and Techno-commercial Bid**.
- 5.17.3** Before scanning the aforesaid documents, all pages are to be signed by a person duly authorised to sign on behalf of the bidder, pursuant to **ITB**, and are to be embossed with their official seal, owing responsibility for their correctness / authenticity. All pages of the aforesaid documents should be serially marked.
- 5.17.4** Any inter-lineation, erasures, or overwriting, in the aforesaid scanned & uploaded documents, shall be valid only if they are signed by the aforesaid authorised person.
- 5.17.5** The Bidder will have to produce the original documents or any additional documents, if asked for, to satisfy **Haldia Dock Complex, SMP Kolkata (FORMERLY KOLKATA PORT TRUST)**.
- 5.17.6** The **Price Bid** comprised the prices only and the same are to be submitted electronically, through the website of <https://kopt.enivida.in/> only. *No hardcopy of priced "Price Schedule" is required to be uploaded.*

**5.18 Techno-commercial offer**

- 5.18.1** No techno-commercial deviation and variation will be considered by SMP Kolkata, except where the Techno-commercial terms and conditions, will be found as impossible and irrelevant to the bidder.
- 5.18.2** If the Bidder deliberately gives wrong information or conceals any information / fact in their bid, which shall be favourable for acceptance of their bid, fraudulently, then the right to reject such bid at any stage of execution, without any financial liability, is reserved by **SMP Kolkata**.

**5.19 Priced offer**

The Bidder should quote the offered rate appropriately in the PRICE BID, electronically, through the website of **E-NIVIDA** only. *Price indicated anywhere else, in any other form or manner, would not be considered for evaluation of Price Bid.*

**5.20 Deadline for submission of bids**

- 5.20.1** Bids must be submitted within the closing date & time **indicated in the Schedule of Tender (SOT)**.
- 5.20.2** **SMP Kolkata** may, at its discretion, *extend the deadline for the submission of bids, prior to the closing date & time of e-Tendering*, by amending the Bidding Documents, in accordance with **ITB**, in which case all rights and obligations of **SMP Kolkata** and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### 5.21 Late Bids

This e-Procurement System would not allow any late submission of bid, after the closing date & time, as per the **Schedule Of Tender (SOT)** or extension, if any.

### 5.22 Withdrawal of bids

5.22.1 A Bidder may withdraw, substitute, or modify their bid on the e- Procurement System, before the closing date and time specified, but not beyond.

5.22.2 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the “**FORM OF TENDER [for Techno-commercial (un-priced) Bid]**.” Or any extension thereof. Modification / Withdrawal of the bid sent through any other means shall not be considered by **SMP Kolkata**.

5.22.3 Withdrawal of bid during the interval between such closing time on due date and expiring of the bid validity period, may result in forfeiture of EMD in accordance with **ITB**.

### 5.23 Bid opening [including Price Bid]

5.23.1 The bids [**including Price Bids**], will be opened at the date & time, indicated in the **Schedule Of Tender (SOT)**.

5.23.2 The on-line bid-opening event may be viewed by the bidders at their remote end, by logging on to the e-Procurement System. A copy of the bid opening record shall be made available on the e-Procurement System.

## E. **EVALUATION OF BIDS**

### 5.24 Confidentiality

5.24.1 Information relating to the evaluation of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the contract award.

5.24.2 Any attempt by a Bidder to influence SMP, Kolkata in the examination, evaluation and comparison of the bids, or contract award decisions may result in the rejection of their bid and forfeiture of **EMD**.

5.24.3 Notwithstanding **ITB Clause No. 5.24.2**, from the time of bid opening to the time of contract award, if any Bidder wishes to contact SMP Kolkata on any matter related to the bidding process, they should do so in writing.

### 5.25 Clarification of bids

To assist in examination, evaluation & comparison of the bids and qualification of the bidders, the Employer (SMP Kolkata) may, at their discretion, ask any bidder for a clarification of their bid. The Employer (SMP Kolkata) may also ask any bidder to withdraw any terms/conditions mentioned by them in their offer, which are not in conformity with the terms & conditions specified in the bidding documents. In case any bidder fails to submit required clarification within the time stipulated by the Employer (SMP Kolkata), in this regard, the tender would be processed in absence of the clarifications, which may result in disqualification of the corresponding bidder for the instant tender. Any clarification submitted by a bidder, which is not in response to

a request by the Employer (SMP Kolkata), shall not be considered. The Employer's (SMP Kolkata's) request for clarification and the response shall be in writing.

No change in the prices or substance of the bid shall be sought, offered or permitted, nor will the bidder be permitted to withdraw their bid before expiry of the validity period of the bid.

## **5.26 Deviations, reservations and omissions**

During the evaluation of bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the bidding documents ;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding documents ; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the bidding documents.

## **5.27 Responsiveness of bids**

**5.27.1** Responsiveness of a bid would be determined on the basis of the contents of the bid itself, and clarification(s) in accordance with **ITB**.

**5.27.2** A substantially responsive bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,

- (a) if accepted, would
  - i) affect in any substantial way the scope, quality, or performance of the work specified in the Contract; or
  - ii) limit in any substantial way, inconsistent with the Bidding Documents, SMP Kolkata's rights or the bidder's obligations under the proposed contract; or
- (b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**5.27.3** Bidders shall not contain the following information / conditions to consider them responsive :

- (a) Either direct or indirect reference leading to reveal the prices of the bids in the Techno-commercial offers;
- (b) Adjustable prices, other than the provisions stated in **ITB**.

**5.27.4** If a bid is not substantially responsive to the requirements of the bidding documents, it shall be rejected by SMP Kolkata and may not subsequently be made responsive by the bidder, by correction of the material deviation, reservation, or omission.

## **5.28 Nonconformities, errors and omissions**

**5.28.1** During examination, evaluation & comparison of the bids and qualification of the bidders, the Employer (SMP Kolkata) may, at their discretion, ask any bidder for submitting any document(s) [in case of shortfall in required documents (relating to capacity or otherwise)]. In case any bidder fails to submit required documents within the time stipulated by the Employer(SMP Kolkata), in this regard, the tender would be processed in absence of the documents, which may result in disqualification of the corresponding

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

bidder for the instant tender.

Any document submitted by a bidder, which is not in response to a request by the Employer (SMP Kolkata), shall not be considered. The Employer's (SMP Kolkata's) request for submission of further document(s) shall be in writing.

**5.28.2** **SMP Kolkata** shall examine the bids [including the further documents / clarifications received in accordance with **ITB**] to confirm that all documents requested in **ITB** have been provided and to determine the completeness of each document submitted.

**5.28.3** Provided that a bid is substantially responsive, **SMP Kolkata** may waive any nonconformities or omissions in the bid that do not constitute a material deviation.

## **5.29 Preference to Make in India**

**5.29.1** By Office Memorandum No. F. No. 6/18/2019-PPD dated 23.07.2020, Ministry of Finance, Department of Expenditure, Public Procurement Division has inserted sub-rule (xi) to amend Rule 144 of the General Financial Rules 2017 as under in respect of public buying:

“Notwithstanding anything contained in this Rules, Department of Expenditure may, by order in writing, impose restrictions, including prior registration and / or screening, on procurement from bidders from a country or countries, on grounds of defence of India, or matters directly or indirectly related thereto including national security, no procurement shall be made in violation of such restrictions.”

**5.29.2** Also, by Office Memorandum No. P-45021/112/2020-PP (BE-II) (E-43780) dated 14.10.2020, the Government of India, Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (Public Procurement Section) has revised the format for registration of bidders from countries sharing land border with India. The said Memorandum along with enclosures is appended after this chapter under Section IV – B of this tender document for necessary compliance including any amendment thereof by the bidders for participation in the instant tender, as required.

**5.29.3** The evaluation is also subject to compliance of Office Memorandum No. P – 45021/2/2017-B.E. – II dated 16.09.2020 issued by GoI, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade (Public Procurement Section) pursuant to Rule 153 (iii) of the General Financial Rules 2017 in respect of public procurement (Preference to Make in India), order 2017. Bidders are, accordingly, advised to go through the same including subsequent amendment, if any, thereof to appreciate its implication in the instant tender and act accordingly. Submission of necessary documents, if any, by bidders concerned in this regard is imperative.

## **5.30 Examination of Pre-qualification Criteria**

**5.30.1** At first, the contents of the documents, submitted in support of the Pre-qualification Criteria [including the further documents / clarifications received in accordance with **ITB**] will be scrutinized and evaluated.

**5.30.2** SMP Kolkata may, at their discretion, seek any other detail(s)/document(s), in subsequent course, to ascertain and get confirmed about the competence of the bidder. In case any bidder fails to submit required



detail(s)/document(s) within the time stipulated by the Employer (SMP Kolkata), in this regard, the tender would be processed in absence of the documents, which may result in disqualification of the corresponding bidder for the instant tender. While evaluating Pre-qualification Criteria, regard would be paid to National Defence and Security considerations of the Indian Government.

- 5.30.3** In case it is found that the Pre-qualification Criteria has not been fulfilled by the bidder or otherwise their participation has not been found acceptable to **SMP Kolkata**, the respective bid will be treated as non-responsive and “Price Bid” of the respective Bidder will not be considered further.

### **5.31 Examination of Techno-commercial offer**

5.31.1 After scrutiny of the **Pre-qualification Criteria, Techno-commercial Bids** of the Pre-qualified bidders [as indicated above] will be scrutinized & evaluated.

5.31.2 **SMP Kolkata** shall examine the bid to confirm that all terms and conditions specified in the **Scope of Work , GCC and SCC** have been accepted by the bidder without any material deviation or reservation or omission.

5.31.3 If on examination of the “**Techno-commercial Bid**” of pre-qualified bidders, it is found that they have not accepted all Techno-commercial terms & conditions of the Bidding Documents [considering all addenda / corrigenda, issued], “**Price Bid**” part of such bidder(s) will not be considered for further evaluation. Decision of **SMP Kolkata** on this matter shall be final.

5.31.4 During Techno-Commercial evaluation, i.e. evaluation of Part - I of tender, an offer shall be considered **non-responsive** in case :-

5.31.4.1 Requisite Bid Document Fee &/or EMD is/are not paid.

5.31.4.2 Valid certificate from MSME / Micro & Small Enterprises (MSEs) / National Small Industries Corporation (NSIC) under single point registration / DIC / SSI / Aadhar Udyog or any empowered Central / State Govt. authority.

5.31.4.3 Certificate is not submitted, in case of exemption from depositing Bid Document Fee & EMD.

5.31.4.4 Any indication of quoted price anywhere in the document(s) uploaded by the bidder.

### **5.32 Examination of Price Bid**

**PRICE BIDS** of the bidders, who qualify in the “Pre-qualification & Techno-commercial Bid”, will only be considered for evaluation.

### **5.33 Evaluation criteria and selection of Contractor**

Evaluation with respect to Priced Bill of Quantities (BoQ) :

5.33.1 While evaluating the Price Bid, the unit rates quoted by the Bidders against all items, including all other charges except GST, shall be considered for evaluation.

The unit rates, quoted by the Bidders, against each item will be multiplied by the respective quantity indicated in the BoQ to obtain the amount against each item.

While evaluating the Price Bids, the Price quoted by the Bidders against all items of the **Price Schedule** shall be taken into account and the **TOTAL PRICE**, which would be arrived at, by adding quoted prices of all items of the **Price Schedule**, will be considered

for evaluation. Selection of the contractor will be made on the basis of the “**lowest TOTAL PRICE**” thus arrived.

5.33.2 In case it is found that the quoted “**TOTAL PRICE**” is same for two or more bidders and their bids become the lowest, the respective bidders will be given chance to submit their fresh Price Bid, subject to the condition that the fresh rate so quoted must be less than the rate quoted by the respective bidders earlier. Selection of the contractor will be made on the basis of the revised “**lowest TOTAL PRICE**” thus obtained.

5.33.3 The total prices will be evaluated based on price quoted.

5.33.4 The evaluation is also subject to compliance of Office Memorandum No. P – 45021/2/2017-B.E. – II dated 15.06.2017; Office Memorandum No P – 45021/2/2017-B.E. – II dated 28.05.2018; Office Memorandum No P – 45021/2/2017-B.E. – II dated 29.05.2019; Office Memorandum No P – 45021/2/2017-B.E. – II dated 04.06.2020 and Office Memorandum No. P – 45021/2/2017-B.E. – II dated 16.09.2020 issued by GoI, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade (Public Procurement Section) pursuant to Rule 153 (iii) of the General Financial Rules 2017 in respect of public procurement (Preference to Make in India), order 2017. Bidders are, accordingly, advised to go through the same including subsequent amendment, if any, thereof to appreciate its implication in the instant tender and act accordingly. Submission of necessary documents, if any, by bidders concerned in this regard is imperative.

**5.34 SMP Kolkata’s right to accept any bid and to reject any or all bids**

**SMP Kolkata** reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

**F. AWARD OF CONTRACT**

**5.35** Subject to **ITB Clause No. 5.33.1**, **SMP Kolkata** shall award the contract to the Bidder whose offer has been determined to be the lowest evaluated bid [as per **ITB Clause No. 5.32**] and is substantially responsive to the Bidding Documents.

**5.36 Notification of award**

Prior to the expiration of the period of bid validity or extended validity in accordance with **ITB**, **SMP Kolkata** shall notify the **Contractor**, in writing, that their bid has been accepted. The notification letter (hereinafter called the “**Letter of Acceptance**”) will be treated as “**Order Letter**” and will constitute the formation of the contract. Such order letter shall specify the “**Contract Price**” in line with **SCC Clause No. 11.1.4 a)**.

**5.37 Performance Guarantee / Security Deposit**

Performance Guarantee / Security Deposit is detailed at Clause No. 8.10 (Special Conditions of Contract) of the Tender.

## **SECTION – VI**

### **6.1.SCOPE OF WORK AND TECHNICAL SPECIFICATION**

The Scope of work to be carried out by the Contractor under this Tender shall include but not limited to the following works which is indicative only but not exclusive. The Contractor shall carry out and complete all related works to deliver the desired output.

Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.

#### **General**

- 6.1.1. One Marine Gangway structure with gangway on the Service Platform of HOJ-II, HDC has become misaligned from foundation and has been tilted towards jetty and the following damages has been noticed :
- 4 legs of the structure to which the gangway is attached are cracked at base.
  - 2 nos. supporting crossbars forward and aft, are bent.
  - Connecting bolts of the crossbars are sheared off.
  - Three steps of the marine gangway are bent.
- 6.1.2. The contractor would be required to supply all equipment, machinery, tool & tackles, man power for execution of the said work at his cost, risk and arrangement. Bidders are encouraged to visit the site at their own arrangements with requisite approval from Port Authority for examining the present condition of the gangway and access the extend of workmanship required for the subject work. If required, any relevant parameter(s)/ dimension(s)/ information may be taken from site.
- 6.1.3. Any kind of equipment/ crane required for execution of the work shall be under the scope of the contractor at his cost, risk and arrangement.

**The following broad repair work (list is not exhaustive) has to be taken up in order to rectify the defects:**

#### **6.2. Gangway Structure:**

- 6.2.1. The contractor shall dismantle the existing gangway (10 MT approx.) from foundation support suitable for repair and carry out repairs and reinstall the gangway at the existing foundation after completion of repairs/ renewal and painting works. Fabrication of new structure shall be carried out within the premises of HDC.
- 6.2.2. The scrap materials that will be generated from the old structure would have to be handed over to HDC, SMPK.
- 6.2.3. The contractor will have to provide new channels, angles, beams joists etc. as applicable for fabricating new structure.
- 6.2.4. The contractor shall provide all equipment (crane pontoon) required for performing the job. No support shall be provided by HDC in terms of equipment. The contractor will supply all kinds of tools and tackles, lifting appliances, measuring instruments etc. required for the seamless discharge of the instant contract liabilities.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- 6.2.5. Subject to and in accordance with the provisions of the contract, the contractor shall and in the best and most workmen like manner repair, equip and test the gangway/ gangway structure to the satisfaction of the Engineer-in-charge or his representative(s). The gangway should be handed over to the Authority at the same place where the gangway was taken over for repair.
- 6.2.6. All exposed steel parts to be painted shall be thoroughly cleaned from inside as well as outside to remove scale, rust, dirt and other foreign materials by wire brushing and sand blasting. The structure has to be painted by application of :  
2 coats of Epoxy zinc chromate each 35 microns (min), 1 coat of intermediate paint and 2 coats of Epoxy high build paint, each 100 microns.

**Gangway ladder:**

- 6.2.7. All Steps (18 nos) of the Marine gangway ladder to be dismantled and repaired /replaced and all bolts, washer, nuts and bush bearings to be change with proper materials.
- 6.2.8. The gangway side railings shall be replaced/ re-aligned for safe passage of the working personnel.
- 6.2.9. The contractor will have to re-install the gangway structure after fitting the shore gangway with the structure after painting .
- 6.2.10. The contractor will have to test and commission the shore gangway after its repair and erection at the existing position.
- 6.2.11. Structural Steel for column type gangway and platform shall conform to IS 2062 Grade E250 or equivalent international standard materials.
- 6.2.12. The supply items should have Test Certificates/ warranty certificates and the same shall be submitted along with supply of materials.
- 6.2.13. Pins and shafts for rotating components shall conform to forged material corresponding to ASTM standards.
- 6.2.14. Any other job as deemed essential for realigning the gangway ladder & structure shall be under the scope of the contractor.
- 6.2.15. The contractor will have to deploy qualified & experienced manpower (Mechanical & electrical supervisor, Technicians & labours) for successful discharge of contract obligations.
- 6.2.16. The Contractor shall at his/ their own cost provide all labour and materials, haulage, stores, consumables, templates, staging, scaffolding, tarpaulins and all plants and tools whatsoever required to carry out and complete the work to the satisfaction of the Engineer in charge.
- 6.2.17. The contractor will provide all requisite materials and consumables required for the aforesaid work. However, electricity and water at site will be provided free of cost by HDC for execution of the said work. Cables from drawing electricity from source has to be provided by the contractor.
- 6.2.18. The contractor shall have to execute the work during the no vessel period at HOJ-II. Under normal circumstances, no shutdown will be allowed. However, if the same is required (at request of the contractor) for dismantling/installation etc, the same will be provided for a maximum of 3 hours capped to a maximum of 4 occasions. The shutdown period will be duly notified to the contractor in advance of 24 hours. However, the contractor will have to take the hot work permission from HDC authority in advance.
- 6.2.19. The contractor shall fulfil all legal / statutory obligations in respect of the instant contract. HDC, SMP, Kolkata shall not accept any liability whatsoever in the matter.
- 6.2.20. The contractor shall be responsible for overall cleanliness of the surrounding area to be repaired by them.

- 6.2.21. In case of any fault or any incidence of fire, accident, damage, occurs during said work, the same will have to be immediately reported to the concerned Section-in-charge or his representative, by the Contractor or their personnel. They shall also co-ordinate & co-operate in this matter. All safety rules and regulations shall have to be observed by the personnel engaged by the Contractor.
- 6.2.22. In case of any damage / accident occurs in the jetty and its allied machinery for mishandling, mal- operation, due to negligence of Contractor's personnel, the damages will have to be mended good by the Contractor at their risk, cost and arrangement. Otherwise, the same will be repaired / replaced by HDC, either departmentally or through outside agency and the cost of repairing / replacement will be recovered from the contractor, along with overhead charges @19.25%.
- 6.2.23. It shall be the responsibility of the contractor to provide necessary transport & other accessories to their personnel, at their own cost, for effective discharge of their duties.
- 6.2.24. Administrative and related activities of the personnel, to be deployed by the contractor, shall be the sole responsibility of the Contractor, at their sole expenses & arrangements.
- 6.2.25. All personnel engaged or employed by the Contractor shall be the sole liability & responsibility of the Contractor and HDC will have no liability, in this regard.
- 6.2.26. If, at any time during the period of contract, it is observed that the services under the provisions of this contract are not being rendered up to the satisfaction of HDC and / or the statutory obligations, in respect to contract, are not being fulfilled by the Contractor, the contract may be terminated in full or in part, after giving 15 days' notice. The decision of Haldia Dock Complex in the matter shall be final and binding on the contractor.

**SECTION VII**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

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**Sanctioned by the Trustees under Resolution No. 92 of the 6<sup>th</sup> Meeting held on 27<sup>th</sup>  
May, 1993**

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**Including Addendum Sanctioned by the Trustees under Resolution No. 80 of the  
Meeting held on 25<sup>th</sup> August, 2009**

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**KOLKATA PORT TRUST**  
**KOLKATA DOCK SYSTEM**  
**& HALDIA DOCK COMPLEX**  
**AUGUST, 2009**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with  
shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

## **GENERAL CONDITIONS OF CONTRACT**

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**AMENDMENT**  
**TO**  
**GENERAL CONDITIONS OF CONTRACT**

❖ *CI-3.4 THE TENDER /OFFER & ITS PRE-REQUISITES*

Table under sub-clause (a)

PREVIOUS			AS AMENDED		
Estimated Value of Work	Amount of Earnest Money		Estimated Value of Work	Amount of Earnest Money	
	For Works Contract	For Contract of Supplying Materials or Equipment only		For Works Contract	For Contract of Supplying Materials or Equipment only
Up to Rs. 1,00,000=00	5% of the estimated value of work	1% of the estimated value of work	Up to Rs. 10 Crore	2% of the estimated value of work	1% of the estimated value of work
Over Rs. 1,00,000.00	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-.	½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-.	Over Rs. 10 Crore	2% on first Rs. 10 Crore + 1% on the balance	½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-.

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 210 OF THE TRUSTEES' MEETING HELD ON 26.02.2013]

Table under sub-clause (d)

PREVIOUS			AS AMENDED		
Class of Registration	Amount Of Fixed Security	Financial Limit Of Each Tender	Class of Registration	Amount Of Fixed Security	Financial Limit Of Each Tender
A	Rs 10,000/-	Any tender priced upto Rs 2,00,000/-	A	Rs 50,000/-	Any tender priced up to Rs 10,00,000/-
B	Rs 5,000/-	Any tender priced upto Rs 1,00,000/-	B	Rs 25,000/-	Any tender priced upto Rs 5,00,000/-
C	Rs 2,500/-	Any tender priced upto Rs 50,000/-	C	Rs 15,000/-	Any tender priced upto Rs 3,00,000/-

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 82 OF THE TRUSTEES' MEETING HELD ON 12.10.2012]

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**



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### 1. DEFINITIONS

- 1.0 In the contract, as here in after defined, the following words and expressions shall have the meaning herein assigned to them, except where the context otherwise required.
- 1.1 “Employer” or “Board” or “Trustees” means of the Board of Trustees for the Port of Calcutta, a body corporate under Section 3 of the Major Port Trusts Act, 1963, including their successors, representatives and assigns. *Employer*
- 1.2 “Chairman” means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963. *Chairman*
- 1.3 “Contractor” means the person or persons, Firm or Company whose tender/offer has been accepted by the Trustees and includes the Contractor’s representatives, heirs, successor and assigns, if any, permitted by the Board/Chairman. *Contractor*
- 1.4 “Engineer” means the Board’s official who has invited the tender on its behalf and includes the Manager (Infrastructure & Civic Facilities) or other official as may be appointed from time to time by the Employer, with written notification to the Contractor, to act as Engineer for the purpose of the Contract, in place of the “Engineer” so designated. *Engineer*
- 1.5 “Engineer’s Representative” means any subordinate or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof. *Engineer’s Representative*
- 1.6 “Work” means the work to be executed in accordance with the Contract and includes authorised “Extra Works” and ‘Excess Works” and “Temporary Works”. *Works*
- 1.7 “Temporary Works” means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other godowns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms. *Temporary works*
- 1.8 “Extra Works” means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of the works i.e. (Bill of Quantities) of the tender. “Excess Works” means the required quantities of work in excess of the provision made against any item of the bill of Quantities. *Extra works and Excess works*
- 1.9 “Specifications” means the relevant and appropriate Bureau of Indian Standard’s specifications / International Standard’s Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender. *Specification*

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- “Drawings” means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer *Drawings*
- 1.10 and such other drawings as may from time to time be furnished or approved in writing by the Engineer.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- 1.11 “Contract” means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender / Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement, if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion. *Contract*
- 1.12 “Constructional Plant” means all appliances or things of whatsoever nature required or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent works. *Constructional Plant*
- 1.13 “Site” means the land, waterways and other places, on, under, in or through which the works are to be executed by the Trustees for the purpose of the Contract. *Site*
- 1.14 “Contract Price” means the sum named in the letter of acceptance of the Tender/Offer of the Contractor, subject to such additions thereto and deductions therefrom as may be made by the Engineer under the provisions here in after contained. *Contract Price*
- 1.15 “Month” means English Calendar Month. *Month*
- 1.16 “Excepted Risks” are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities) whether war be declared or not), Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks). *Excepted Risks*
- 1.17 Word importing the singular only, also includes the plural and vice-versa where the context so requires. *Singular/ Plural*
- 1.18 The heading and marginal notes in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract. *Headings/ Marginal Notes.*
- 1.19 Unless otherwise stipulated the work “Cost” shall be deemed to include overhead costs of the Contractor, whether on or off the site. *Cost*
- 2.0 DUTIES & POWERS OF ENGINEER & ENGINEER’S REPRESENTATIVE.
- 2.1 The Contractor shall execute, compete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and Shall comply with the Engineer’s direction on any matter whatsoever. *Engineer’s Authority*

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- 2.2 The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 hereof, from the Engineer’s Representative. *Authority of Engineer’s Representative*
- 2.3 *The Engineer shall have full power and authority:*
- (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.
- (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.

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(c) to order for any variation, alteration and modification of the work and for extra works.

(d) to issue certificates as per contract.

(e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.

(f) To grant extension of completion time.

2.4 *The Engineer's Representative shall :*

*Power of  
Engineer's  
Representative.*

(i) watch and supervise the works.

(ii) test and examine any material to be used or workmanship employed in connection with the work.

(iii) have power to disapprove any material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.

(iv) take measurements of work done by the contractor for the purpose of payment or otherwise.

(v) order demolition of defectively done work for its reconstruction all by the Contractor at his own expense.

(vi) have powers to issue alteration order not implying modification of design and extension of completion time of the work and

(vii) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.

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2.5 *Provided always that the Engineer's Representative shall have no power:*

*Limitation of  
Engineer's  
Representative's  
Power*

(a) to order any work involving delay or any extra payment by the Trustees,

(b) to make variation of or in the works; and

(c) to relieve the Contractor of any of his duties or obligations under the Contract.

2.6 Provided also as follows:

(a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, breaking-up thereof and re-constructing at the contractor's cost and the contractor shall have no claim to compensation for the loss if any sustained by him.

(b) If the contractor shall be diss

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

atisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the

*Engineer's  
Overriding Power*

Engineer who shall thereupon confirm, reverse or vary such decision.

- (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in the Engineer to his Representative in writing, shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation.

### 3.0 THE TENDER/OFFER AND ITS PRE-REQUISITES

- 3.1 The Contractor shall, before making out and submitting his tender/offer, be deemed to have inspected and examined the site, fully considered all factors, risks and contingencies, which will have direct and indirect impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration:

*The tender must encompass all relevant aspects/issues.*

- (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climatic conditions, the means of access to the site and all other local conditions, including the likely charges and costs for temporary way-leave, if any, required for the work.

*Site & Local condition.*

- (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.

*Drawing/ Specification/ Nature & extent of work to be done.*

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- (c) The accommodation required for the workmen and site office, mobilisation/demobilisation and storage of all plant, equipment and Construction materials.

*Accommodation for Contractor's men/materials.*

- (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all at Contractor's cost.

*Water for drinking etc. /Electrical power.*

- (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made thereunder, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance.

*Payment of Taxes/duties and observance of all statutes.*

- (f) Payment of all kinds of stamp-duty for executing the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds.

be made by scoring out and initialling

- 3.2 The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice Inviting the Tender and

shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialling of the  
**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with the shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

revised figure.

*Payment of Stamp  
Duty  
by the Contractor.*

- 3.3 If required by the Engineer or the Trustees, the Contractors in their tender or  
*Disclosure of*

subsequently, shall disclose the names of their owners/partners/share holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.

*Owner's name.*

- 3.4 (a) Unless otherwise stipulated in the Notice Inviting Tender / Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale.

*Earnest Money and Security Deposit.*

Estimated Value of Work	Amount of Earnest Money	
	For Works Contract	For Contract of Supplying Materials or Equipment only
Up to Rs. 1,00,000=00	5% of the estimated value of work	1% of the estimated value of work
Over Rs. 1,00,000=00	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-.	½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-.

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- (b) Earnest Money shall be deposited with the Trustees' treasurer in cash or by Banker's Cheque of any Calcutta Branch of a Nationalised Bank of India drawn in favour of Calcutta Port Trust or in the form of any "Account Payee" Draft of any Nationalised Bank of India drawn in favour of "Calcutta Port Trust" and payable at Calcutta/Haldia, as the case may be, and the receipt granted therefor be kept attached to the Tender/Offer in the Sealed Cover.

*Method of Paying E.M.*

- (c) Earnest Money of unaccepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalised Bank of Calcutta / Haldia.

*Refund of E.M.*

- (d) The enlisted (registered) Contractors of the Trustees who have deposited fixed Security with the Trustees' FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale:

*Exemption from E.M. to Regd. Firms*

Class of Registration	Amount of Fixed Security	Financial Limit of Each Tender
A	Rs. 25,000/-	Any tender priced up to Rs.5,00,000/-
B	Rs. 10,000/-	Any tender priced up to Rs.2,00,000/-
C	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-

- (e) (i) ~~Tender submitted without requisite Earnest Money may be liable for rejection.~~ *Tender without EM liable to rejection.*  
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- (ii) If before expiry of the validity period of his Tender/Offer, the tenderer amends his quoted rates or tender/offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees.
- (f) The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money.
- (g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.

*Forfeiture of E.M. before Acceptance of offer.*

*E.M. to be converted to part S.D.*

*Mode of recovery of balance S.D.*

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Value of Work	% of Security Deposit for works contract.	% of Security Deposit For contract of supply- ing materials & equipment only.
For works up to Rs.10,00,000/-.	10% (Ten percent)	1% (One percent)
For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/-	10% on first Rs.10,00,000/- +7½% on the balance.	1% on first Rs.10,00,000/- + ½% on the balance.
For works costing more than Rs.20,00,000/-	10% on first Rs.10,00,000/- + 7 ½% on the next Rs.10,00,000/- + 5% on the balance.	1% on first Rs.10,00,000/- + ½% on the next Rs.10,00,000/- + ¼% on the balance.

*Scale of S.D. recovery.*

- (h) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the Trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalised Bank of India drawn in favour of Calcutta Port Trust and payable at Calcutta/Haldia, as the case may be.

*S.D. for supply contracts to be deposited in advance.*

- (i) No interest shall be paid by the Trustees to the Tenderer/Contractor on the amount of Earnest Money/Security Deposit held by the Trustees, at any stage.
- 3.5 (i) The Security Deposit shall refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-clause 3.5 (ii) herein below. Id, however, the Contract provides for any maintenance period. 50% of the Security Deposit may be refunded against

maintenanc  
e  
period and  
the  
balance  
ce

any of the treasury Receipt for that amount on expiry of half of the  
Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.

depos



it on the expiry of the said

*No interest  
payable on E.M.  
/S.D*

*Mode of refund of  
S.D.*

maintenance period and after the Engineer has certified the final completion of work in Form G.C.2 and the Contractor has submitted his “No Claim” Certificate in Form G.C.3.

(ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the Contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract.

*Forfeiture of S.D.*

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3.6 If stipulated in the contract as a Special Condition, the contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Calcutta/Haldia Branch, as the case may be, of any Nationalised Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the Contract shall be liable to be terminated and the earnest money shall be liable to forfeiture; all at the discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally.

*Bank Guarantee  
in lieu of Cash  
S.D. in certain  
cases*

3.7 “Every Tenderer/ Bidder shall submit, in respect of a tender value of more than Rs 5 Crore, along with their tender comprising Special Conditions of Contract, General Conditions of Contract, BOQ, Earnest Money, etc. a document called Integrity Pact Agreement duly signed by their authorized representative. The Proforma of the Integrity Pact Agreement shall as specified in the GCC. In case of tender value more than Rs 5 Crore, the Integrity Pact Agreement is an essential part and parcel of bid document to be submitted by each tenderer, without which the tender shall not be considered.”

#### 4.0 THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR

4.1 (a) The contract documents shall be drawn-up in English language.

*English language  
to be used*

(b) The contract shall be governed by all relevant Indian Acts. As applicable only within the jurisdiction of the High Court at Calcutta, India, including the following Acts:

*Applicability of  
laws on the  
contract*

1. The Contract Act (India), 1872.
2. The Major Port Trusts Act, 1963.
3. The Workmen’s Compensation Act, 1923.
4. The Minimum Wages Act, 1948.
5. The Contract Labour (Regulation & Abolition) Act, 1970.
6. The Dock Workers’ Act, 1948.
7. The Arbitration and Conciliation Act (1996) (in the case of a definite

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- 4.2 After acceptance of his Tender/Offer and when called on to do so by the engineer or his representative, the contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed, the other documents referred to in the definition of the term 'Contract' here-in-before, shall collectively be the Contract.
- 4.3 Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.

*Contractor to  
Execute Contract  
Agreement.*

*Interpretation of  
contract  
documents –  
Engineers' Power*

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- 4.4 Two copies of the Drawings referred to in the general and special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work, if not torn or mutilated on being regularly used at site.

*All Drawings are  
Trustees' property.*

- 4.5 The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/or approval, without meaning thereby the shifting of Contractor's responsibility on the Engineer in any way whatsoever.

*Contractor to  
prepare working /  
progress drawings*

- 4.6 The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the Engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents, servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be sub-letting under this clause.

*Contractor cannot  
sub-let the work*

- 4.7 Unless otherwise specified, the Contractor shall be deemed to have included in his Tender/Offer all his cost for supplying and providing all constructional plant, temporary work. Materials both for temporary and permanent works, labour including supervision thereof, transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work.

specification  
prepared/proposed/used by the Contractor.

- 4.8 The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the Contractor shall be fully

responsible for the correct implementation thereof, as also for any design and  
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shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.

*Contractors' prices inclusive of all costs*

*construction process, except for correctness of design and specification formulated by the Engineer*

*Contractor is responsible for all*

4.9 Whenever required by the Engineer or his representative, the Contractor shall

*Contractor to*

submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment, labour, materials and temporary works. The submission to and/or any approval by the Engineer or his Representative to any such programme or particulars shall not relieve the Contractor of any of his obligations under the contract.

*submit his  
programme of  
work*

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If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.

- 4.10 Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his representative in writing shall be binding upon the Contractor subject to limitation in Clause 2.5 hereof. The Contractor shall inform the Engineer or his representative in writing about such representative/agent of him at site.
- Contractor to  
supervise the  
works*
- 4.11 The Contractor shall employ in execution of the Contract only qualified careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.
- Contractor to  
deploy qualified  
men and  
Engineer's power  
to remove  
Contractor's men*
- 4.12 The Contractor shall be responsible for the true and proper setting out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting out the works.
- Contractor is  
responsible for  
line, level, setting  
out etc.*
- 4.13 From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee
- caused to  
the work  
by the  
Contractor  
during  
such  
repairs and  
replaceme  
nt in the  
maintenan  
ce period.*

Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.

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*Contractor is responsible to protect the work*

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- 4.14 The Contractor shall at his own cost protect support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- Contractor is responsible for all damages to other structures / persons caused by him in executing the work.*
- 4.15 The Contractor shall immediately inform the Engineer's Representatives if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees' expense as per the instruction of the Engineer's Representative.
- Fossils, Treasure travois, etc. are Trustees' property*
- 4.16 The Contractor shall be deemed to have indemnified and shall indemnify the Trustees against all claims, demands, actions and proceedings and all costs arising therefrom on account of :
- Contractor to Indemnify the Trustees against all claims for loss, damage, etc.*
- (a) Infringement of any patent right, design, trademark or name or other protected right in connection with the works or temporary work.
  - (b) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
  - (c) Unauthorised obstruction or nuisance caused by the contractor in respect of Public or Private or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
  - (d) Damage/injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work.
  - (e) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.
  - (f) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and/or knowledge of the Trustees on or near the site of work.
- 4.17 Debris and materials, if obtained by demolishing any property, building or structure in terms of the Contract shall remain the property of the Trustees.
- Dismantled materials Trustees' property*

4.18 The Contractor's quoted rates shall be deemed to have been inclusive of the following:

*Contractor's  
quoted rates/price  
must be all  
inclusive*

- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
- (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
- (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.
- (d) Making arrangements for deployment of all labourer and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
- (e) Making arrangements in or around the site, as per the requirements of local authority or the Engineer or his Representative for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes, etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.

4.19 Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or despatch.

*Notice to  
Contractor.*

4.20 The Contractor and his Sub-contractor or their agents and men and any firm supplying plant, materials and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing.

*Contractor not to  
publish  
photograph or  
particulars of work*

4.21 The Contractor shall at the Trustees' cost to be decided by the Engineer Engineer  
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shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.



representative to any other Contractor engaged by the Trustees and their workmen to the Trustees' own staff and to the men of other *Contractor to provide facilities to outsiders*

Public Body on or near the site of work and in default the Contractor shall be liable to the Trustees for any delay or expense incurred by reason of such default.

- 4.22 The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic. *Work to cause minimum possible hindrance to traffic movement*
- 4.23 All constructional plants, temporary works and materials when brought to the site by the Contractor shall be deemed to be the property of the Trustees who will have lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative. *Trustees' lien on Contractor's Plant & Equipment.*
- 5.0 COMMENCEMENT, EXECUTION AND COMPLETION OF WORK.
- 5.1 The Contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender/offer by the Trustees or within such preliminary time as mentioned by the Contractor in the Form of Tender or the time accepted by the Trustees. The Contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the contractor. *Preliminary time to commence work at maintenance of steady rate of progress*
- 5.2 The Contractor shall provide and maintain a suitable office at or near the site to which the Engineer's Representative may send communications and instructions for use of the Contractor. *Contractor's site office*
- 5.3 Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the Trustees' system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final binding and conclusive. *Contractor to observe Trustees' working hours*

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- 5.4 Unless stipulated otherwise in the contract all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The Engineer shall exercise his sole discretion to accept any such materials. *Engineer or his Representative. Where no specific reference is available*
- 5.5 Unless stipulated otherwise in the contract all materials, workmanship and method of measurement shall be in accordance with the relevant Codes (Latest *is available*
- 
- Dismantling, Fabrication, Repair, Installation and Commissioning of Mainstream Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

in the

*Contractor to  
supply all  
materials as per  
requirement of the  
Engineer or his  
representative*

*Materials & Works*

contract, the material and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.

- 5.6 Samples shall be prepared and submitted for approval of the Engineer or his representative, whenever required to do so, all at the Contractor's cost.

*Contractor to submit samples for approval*

Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work, shall be borne by the Contractor.

*Contractor to arrange all testing at his own cost.*

- 5.8 Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply :

(a) The Contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.

*The Contractor shall account for and look after the Trustees' materials*

(b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the Contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission in writing.

*Contractor to compensate for loss and damage to Trustees' materials*

(c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work but except for grant of suitable extension of completion time of work as decided by the Engineer. The Contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however, communicate his requirement of such materials to the Engineer from time to time.

*Delay in supply of Trustees' materials will only entitle the Contractor for extension of completion time of work*

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(d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the contractor's bills and/or any of his other dues, progressively according to the consumption thereof on the work and/or in the manner decided by the Engineer or his representative and at the rate/s stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation/variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.

*Recovery from Contractor for Trustees' materials under normal circumstances*

- (e) If the Engineer decides that due to the contractor's negligence, any of the Trustees' materials issued to the contractor has been – (i) lost or damaged, (ii) consumed in excess of requirement and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall

*Recovery from  
Contractor for  
Trustees' materials  
under other*

be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings -

*circumstances.*

- (1) The issue rate of the materials at the Trustees' Stores and
- (2) The market price of the material on the date of issue as would be determined by the Engineer.

5.9 The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (I) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the engineer or his representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The Contractor shall comply with such order at his own expense and within the time specified in the order. If the contractor fails to comply, the Engineer shall be at liberty to dispose any such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.

*Contractor to replace materials/work not acceptable to the Engineer or his Representative*

5.10 No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him, the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor.

*Contractor to seek approval of Engineer or his Representative before covering up any portion of work*

The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

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5.11 On a written order of the Engineer or his Representative, the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is –

- (a) otherwise provided for in the contract, or
- (b) necessary by reason of some default on the part of the contractor, or
- (c) necessary by reason of climatic conditions on the site, or

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thereof.

*Contractor to  
suspend work on  
Order from  
Engineer or his  
Representative*

The Engineer shall settle and determine such extra payment and/or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer be fair and reasonable, and the same shall be final and binding on the Contractor.

5.11.1 If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instructions.

5.12 When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer, be entitled to receive from him a certificate for completion of work in Form G.C.1, annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be taken over and/or used by the Trustees, the Contractor shall on application be entitled to partial completion certificate in the Form G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.

*Completion  
Certificate G.C.1.*

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6.0 TERMS OF PAYMENT:

6.1 No sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer.

*All interim  
payments are  
advances till issue  
of Certificate in  
Form G.C.2*

On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advance, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.

6.2 All payments shall be made to the Contractor only on the basis of measurements of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be, except as otherwise provided in the contract and when the Engineer decides any other rate for change in the scope of work or omission, if any, on the part of the Contractor.

*Payment on the  
basis of  
measurements at  
agreed rates.*



6.3 For work of sanctioned tender value more than Rs.50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his representative.

*Limitation for on account payment*

6.4 Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and/or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a token of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even after 3 days written notice from the Engineer's Representative, the measurement shall be taken ex-parte by the Engineer's Representative and those shall be accepted by the Contractor.

*Recording of measurements*

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6.5 Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees' end. The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill.

*Contractor to prepare and submit his bills*

6.6 At the discretion of the Engineer or his Representative and only in respect of accepted offers/where estimated amount put to tender would be Rs.2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that –

- (i) the materials shall, in the opinion of the Engineer or his Representative be of imperishable nature,
- (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretion,
- (iii) a formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials,

*Advance payment against Non-perishable materials*

- (iv) the materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
- (v) in the event of storage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an Indemnity Bond in the proforma and manner acceptable to Trustees' whereby the contractor shall indemnify the Trustees against all financial loss/damage, on account of loss/damage to such materials for whatever reasons,

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- (vi) in the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Calcutta/Haldia Branch of any Nationalised Bank or a Schedule Commercial Bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
- (vii) The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond/Bank Guarantee, vide Sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.

6.7 No certificate of the Engineer or his representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his representative should overcertify for payment or the Trustees should over-pay the Contractor on any account.

*Recovery for  
wrong and over  
payment*

6.8 No claim for interest shall be admissible or payable to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise.

*Interest not  
admissible to  
Contractor*

7.0 VARIATION AND ITS VALUATION:

7.1 The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor

*Quantities in Bill  
of Quantities of  
Tender*

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in fulfilment of his obligation under the contract.

- 7.2 The Engineer shall have the power to order the Contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows: *Engineer's power to vary the works*

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- 7.2 (a) Increase or decrease the quantity of any work included in the contract.
- (b) Omit any work included in the contract.
- (c) Change the Character or quality or kind of any work included in the contract.
- (d) Change the levels, lines, position and dimensions of any part of the work, and
- (e) Execute extra and additional work of any kind necessary for completion of the works

- 7.3 No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly. *Variation by engineer do not vitiate the contract*

- 7.4 Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work upto 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause. *Where written order for variation is not needed*

- 7.5 (a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer. *Payment for extra or additional, or omitted work or substituted work, Engineer's powers*
- (b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- (c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the

Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.

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- (d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable, the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

8.0 DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT

- 8.1 Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotion or other special circumstances of any kind beyond the control of the Contractor, cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work with or without the imposition of "Liquidated Damage" Clause (No.8.3 hereof) on the Contractor and his decision shall be final and binding on the Contractor. If an extension of completion time is granted by the Engineer without imposition of liquidated damage, from the Clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communicated by the Engineer, as aforesaid.

*Extension of completion time*

- 8.2 (a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract piece) as mentioned in the letter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work. The amount of Liquidated damages shall be determined by the Engineer, which shall be final and binding.

*'Liquidated Damage' and other compensation due to Trustees*

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- (b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage in Sub-

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clause (a) of this clause, from any money due or likely to become due to the Contractor. The payment or deduction of such compensation/damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations/liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the Contractor by the Engineer or his Representative.

- 8.3 Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract and enter upon the site and works and expel the Contractor there from after giving him a minimum 3 days' notice in writing, due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive:

*Default of the  
Contractors  
remedies &  
powers/Termi  
nation of  
Contract.*

- (i) The Contractor has abandoned the contract.
- (ii) In the opinion of the Engineer, either the progress of work is not satisfactory or the work is not likely to be completed within the agreed period on account of Contractor's lapses.
- (iii) The Contractor has failed to commence the works or has without any lawful excuse under these conditions has kept the work suspended for at least 15 days despite receiving the Engineer's or his Representative's written notice to proceed with the work.
- (iv) The Contractor has failed to remove materials from site or to dismantle or demolish and replace work for 7 days after receiving from the Engineer or his representative the written notice stating that the said materials or work were condemned and rejected by him under these conditions.
- (v) The Contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
- (vii) The Contractor is adjusted insolvent or enters into composition with his creditors or being a company goes into liquidation either compulsory or voluntary.

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- 8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be

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ascertained from the Engineer, within 7 days of receipt of such letter.

- 8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the work through any other agency at the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the Contractor, had he duly completed the work of the work in accordance with the contract.
- 8.3.3 Upon termination of contract, the Contractor shall be entitled to receipt payment of only 90% of the value of work actually done or materials actually supplied by him and subject to recoveries as per contract, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of taking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.
- 8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's liabilities to the Trustees are known in all respect.

#### 9.0 MAINTENANCE AND REFUND OF SECURITY DEPOSIT

- 9.1 On completion of execution of the work the Contractor shall maintain the same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the Initial Completion Certificate in Form G.C.1. Any defect/fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his representative, shall, upon the written notice of the Engineer or his representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his representative, failing which the Engineer or his representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in any manner deemed suitable by the Engineer.

*Contractor's  
obligation for  
maintenance  
of work.*

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- 9.2 The Contractor shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a Final Completion Certificate in Form G.C.2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the Trustees shall not relieve the Contractor of his

*Certificate of  
final  
completion*

obligations under the contract for full and final completion of the work.

- 9.3 On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (I) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in Form G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in Form G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction there from in respect of any sum due to the Trustees from the Contractor.
- Refund of Security Deposit*

#### 10.0 INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES AND ARBITRATION

- 10.1 In all disputes, matters, claims, demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications, drawings, designs and instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor.
- Engineer's decision*

- 10.2 If the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.
- Chairman's award.*

- 10.3 If, however, the Contractor be still dissatisfied with the decision of the Chairman, he shall within 15 days after receiving notice of such decision require that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof.
- Arbitration.*

- 10.3.1 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which his predecessor left it.

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- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.

- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties.

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- 10.3.4 The venue of the arbitration shall be either Calcutta or Haldia as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference the cost of any incidental to the reference and award respectively shall be in the discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.
- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract – within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made thereunder, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4 The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decision. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5 Provided always as follows:
- [a] Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the cases of contracts, where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
  - [b] The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

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- [c] Contractor's dispute if any arising only during the maintenance period, if any, stipulated in the contract, must be submitted to the Engineer, with detailed justification in the context of contract conditions, before the issuance of final completion certificate in Form G.C.-2 *ibid*.  
No dispute or difference on any matters whatsoever, the Contractor can raise pertaining to the Contract after submission of certificate in form G.C.3 by him.

- [d] Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5[b] and 10.5 [c] hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator subsequently.
- [e] The Chairman / Trustees shall have the right to alter the panel of Arbitrators, vide Clause 10.3 hereinabove, on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without making any reference to the Contractor.

HDC, SMP, Kolkata

## SECTION – VIII

### SPECIAL CONDITIONS OF CONTRACT (SCC)

The following **Special Conditions of Contract (SCC)** shall supplement the ITB (Instructions to the Bidder), **General Conditions of Contract (GCC)**. Whenever there is a conflict, the provisions herein shall prevail over those in the ITB & GCC.

The tenderer shall visit the site and get themselves acquainted with the existing facilities. Haldia is linked by road through National High Way 6 & 41 via Mechada and by Rail from Howrah and Kharagpur via Panskura. Lock Entrance is situated inside the Dock Area of Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port (SMP), Kolkata [FORMERLY KOLKATA PORT TRUST], 4 Kilo Meters away from the main road.

#### **8.1 Working Facilities :**

- a) The following facilities will be provided to the contractor by HDC, SMP, Kolkata under the following terms and conditions :-
  - i) Electrical power for testing & trial run repaired motors at site office will be provided by HDC free of cost.
  - ii) Dock Permit for the contractor and their staff, materials, vehicles, etc. for movement inside the Dock Area, will be provided on chargeable basis as per the prevailing Scale of Rates of HDC, SMP, Kolkata.
- b) The tenderer to inform himself fully :**
  - i) This Tender Document includes all instructions, General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Scope of Work, etc., considering all addenda (if any) required to be issued subsequently. The Tenderer shall clearly understand that they will be strictly required to conform to all terms & conditions of the Tender Document [considering all addenda (if any) issued] as contained in each of its Clauses and plea of “Customs Prevailing” will not be, in any case, admitted as excuse on their part for infringing of any of the terms & conditions.
  - ii) The Tenderer shall be deemed to have examined the Tender Document [including all Instructions, General & Special Conditions of Contract, Technical Specification & Scope of Work, etc.], considering all addenda (if any) issued, visited the site and surroundings and to have obtained all necessary information in all the matters whatsoever that might influence while carrying out the works as per the conditions of the tender and to satisfy themselves to sufficiency of their tender, etc.
  - iii) The Tenderer is advised to acquaint himself with the job involved at the site, like availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of West Bengal and Govt. of India and other statutory bodies from time to time. The Tenderer shall be deemed to have examined and collected all necessary information as to risk, contingencies and other circumstances, which may influence or affect the tender.
  - iv) Failure to comply with the requirement of the Tender submission will be at the Tenderer’s own risk.
  - v) Failure to visit the site will no way relieve the contractor of any of their obligation in performing the work and liabilities and responsibilities thereof in accordance with the contract.
  - vi) Tenderer shall bear all costs associated with the preparation and submission of their tender and HDC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
  - vii) The Tenderers are requested to ensure that the Tender (both Techno-Commercial Bid and Price

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Bid) are submitted after full consideration/understanding of the work envisaged in the job related to subject project.

## **8.2 PRICE BASIS:**

- a) The quoted price shall be based on Lump sum basis i.e. the quoted price shall be inclusive of all charges for Repair, dismantling and fabrication including supply of materials, equipment, manpower etc (as per contractual conditions) and all other incidental charges for the execution of the contract. The prices quoted shall be exclusive of GST as well as any statutory levies and/or other charges levied by any Central/State/local authorities, which shall be paid extra, at applicable rates, at the time of supply of goods. As such, details thereof, as applicable, are to be furnished clearly in the offer. The prices should be firm and no variation, except towards statutory duties, levies and taxes, shall be payable. Any new statutory levies, taxes, duties, cess, etc. imposed by the Central/State/local authorities, by way of fresh notifications, subsequent to the issue of Work Order/Purchase Order, but within the stipulated delivery period, shall be paid extra. Except where otherwise expressly provided, the contractor shall provide all materials, labour and plant and things necessary in connection with the contract work although everything may not be fully specified and although there may be errors and omissions in the specifications.
- b) *The bidder should quote only in the formats given in “Price schedule”, considering the “Scope of Work” and other terms & conditions of the tender and the same should remain firm during the validity period of the offer, including any / all extension thereof, agreed by the bidder. The rates quoted by the contractor should remain firm throughout the contract i.e. no variation towards materials, labours, etc. shall be payable.*
- c) Tools, Tackles etc. required for execution of the whole work will have to be arranged by the Contractor, at their own risk, cost & arrangement.

## **8.3 GOODS & SERVICES TAX (GST):**

- a) Supplier to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- b) The Supplier agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by the Contractor and details available with SMP, Kolkata, then payments to the Contractor to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time SMP, Kolkata is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to SMP, Kolkata in terms of GST laws and that the credit of GST so taken by SMP, Kolkata is not required to be reversed at a later date along with applicable interest.
- c) SMP, Kolkata has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier. Any loss of input tax credit to SMP, Kolkata for the fault of supplier shall be recovered by SMP, Kolkata by way of adjustment in the consideration payable.
- d) Supplementary invoices/debit note/credit note for price revisions to enable SMP, Kolkata to claim tax benefit on the same shall be issued by the contractor for a particular year before September of the succeeding Financial Year.

- e) The purchase order/work order shall be void, if at any point of time the contractor is found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

#### **8.4 PAYMENT TERMS:**

100% payment will be made within 30 (thirty) days from the date of successful commissioning of the Shore gangway at the site of HDC, SMPK and acceptance of the same by Sr Dy Manager (P&E) or his authorized representatives from the date of submission of clear and unambiguous bills, whichever is later. The bills should be submitted, in quadruplicate, to the office of the Sr. Dy. Manager (P&E), along with all relevant documents. Payment will be made in Indian Rupees through the banker of the contractor i.e. through ECS. During submission of bill(s), the following information must be submitted by the Contractor regarding their banker:

- a) Savings/Current Account Number:
- b) Name of the Bank:
- c) Name of the Branch and address thereof:
- d) RTGS Code of the Branch::

#### **8.5 Wastage:**

The quantity of scrap (if any) generated during fabrication and the dismantling of shore gangway to be deposited to HDC site store after weighment and related documents jointly certified by contractor and the representative of Sr. Dy. Manager (P&E) or his authorized representative to be submitted by the contractor. Weighment charges to be borne by the contractor.

#### **8.6 COMPLETION PERIOD:**

All the jobs, in line with 'PRICE SCHEDULE' and 'Scope of work', are to be completed within **60 (Sixty) days** from the date of placement of the order

#### **8.7 CONTRACTOR'S LABOUR:**

It is specifically stipulated that under no circumstances, HDC will take any liability for the men and materials deployed by the contractor, for this contract. No transport, residential accommodation and canteen facilities will be provided to the contractor and / or their staff.

#### **8.8 TESTING & INSPECTION :**

Testing & inspection shall be carried by the authorized representative (s) of HDC, SMP Kolkata as per scope of work.

#### **8.9 GUARANTEE PERIOD:**

All fabricated structures, duly painted, erected and commissioned should be guaranteed by the contractor for a period of 12 months, counted from the date of final acceptance of the total execution under the contract. Guarantee in part will not be acceptable. Proper marking of all fabricated structures will have to be done by the contractor. If any defect whatsoever develops during the Guarantee Period, the same will have to be rectified / replaced by the contractor at their own cost. In default, the Trustees' will be at liberty to get the repair done at the cost and risk of the contractor. The contractor should mention the contact address nearby Kolkata / Haldia for such guarantee repairs.

#### **8.10 PERFORMANCE GUARANTEE / SECURITY DEPOSIT**

Within **twenty-eight (28) days** of issuance of "Work order", the Contractor shall have to provide an irrevocable and unconditional Bank Guarantee, from a Nationalized Bank/ Scheduled Bank in India, in the amount, @ **10 %** of the contract value excluding GST, or in the form of Banker's

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

Cheque or by Demand Draft of a **Nationalized Bank of India** drawn in favour of ‘**Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex**’ and payable at **Haldia** with Sr. Dy. Manager (Finance), HDC, SMP, Kolkata, which shall be retained as Security Deposit till successful expiry of the guarantee period. In all cases, any dispute regarding Bank Guarantee will be adjudicated under the jurisdiction of Kolkata High Court.

This Security Deposit / Performance Bank Guarantee should be kept valid and enforceable till a date, covering at least 3 (three) months beyond the date of expiry of the Guarantee Period of the Contract job [for the materials, installations & workmanship, with respect to the instant work, as a whole. In case the actual duration of the aforesaid Defect Liability Period is required to be extended, the validity of this Bank Guarantee shall have to be extended till a date, covering at least 3 (three) months beyond the date of expiry of such extended duration of the Defect Liability Period.

Failure of the Contractor to submit the aforesaid Performance Bank Guarantee / Security Deposit and in the manner stated above, shall constitute sufficient grounds for termination of the contract and any action against him in accordance with ITB.

The Security Deposit will be refunded, without interest, after the successful execution of the order and completion of the guarantee period and submission of ‘No Claim Certificate’.

SMP, Kolkata, HDC shall encash the Bank Guarantee in the event of the contractor failing to complete the work as per tender specification, at the order of Engineer or his authorized representative, or when the contractor has defaulted for more than 30 days or when any amount is to be recovered from the Contractor as penalty or deduction and the contractor fails to remit such amount within 30 days after due notice given to him in this regard.

The Sr. Dy. Manager (P&E), HDC shall have the right to ask for the extension of the above Bank Guarantee till such time the Contractual obligations are fulfilled and the Contractor will be duty bound to extend the same.

#### **8.11 LIQUIDATED DAMAGE CLAUSE:**

If the Contractor fails to complete the job within the stipulated dates or such extension(s) thereof, as may be allowed by the “Engineer” in writing, the Contractor shall be required to pay as compensation (Liquidated Damage) to SMP, Kolkata and not as penalty @ ½ % of the cost of unfinished portion of work, for every week’s delay (part of the week would be treated as a full week), provided always the entire amount of compensation to be paid under the provision of this clause shall not exceed 10% of the total order value. SMP, Kolkata may, without prejudice to any other method of recovery, deduct the amount of such damages from any money which is due or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from their obligation to complete the work or from any other of their obligation or liabilities under the contract.

#### **8.12 INDEMNITY BOND :**

In case any material, spare parts, components, sub-assemblies, accessories, etc., related to the work (under the scope of the Contractor), is required to be taken out of the Dock premises by the Contractor, for some specialised servicing, repairs, overhauling, etc. or for any other reason whatsoever, the Contractor shall have to obtain permission from the Employer. For this the Contractor shall have to submit an “Indemnity Bond” as per the attached Format.

#### **8.13 INPUT TAX CREDIT:**

Please indicate present percentage rate of GST, as applicable on quoted price. GST amount will be paid against submission of GST documents only or any other document required by KoPT. The contractor shall be required to upload the details of Invoice raised on KoPT in GST Return as per Law. In case of any failure, GST, even if paid, shall be recovered from the

Contractors.

8.14 **INCOME TAX DEDUCTION:**

Income Tax, if any, as per relevant provision of the Income Tax Act shall be deducted at source from any payment payable to the contractor.

8.15 **EVALUATION CRITERIA:**

Evaluation with respect to Priced Bill of Quantities (BoQ) is detailed at Clause no. 5.33

8.16 **LABOUR, TOOLS & PLANTS :**

The Contractor shall supply all necessary labourer, tools and plants required for satisfactory execution of the work.

8.17 **ESCALATION / VARIATION ON PRICES :**

No Escalation / Variation on the prices on any account will be considered for adjustment / payment in the contract.

8.18 **CONTRACT LABOUR LAWS :**

The Contractor must comply with the provisions of Contract labour (Regulation & Abolition) Act 1970 and Contract Labour (Regulation & Abolition) Central Rules 1971 and the rules framed there under with all modifications/amendments being enforced from time to time.

The Contractor shall indicate maximum number of workmen to be engaged on any day for execution of the work in the appropriate place in the ABSTRACT FORM OF TENDER & he shall have to obtain a regular /permanent license as per sec12(1) of the Contract Labour Act.

Further , whenever a contract work has commenced or completed , the contractor has to intimate the same to the Assistant Labour Commissioner(Central) /labour Enforcement Officer (Central) in Form IV-A , within 15 days of such commencement or completion.

The contractor has to obtain a certificate of registration under “Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act-1996 and Central Rule 1998 and his rate shall include a cess payable @ 1 % of the cost of construction as applicable under “Building & Other Construction Workers Welfare Cess Act -1996 & Welfare Cess Rules 1998.The contractor has to arrange for displaying the name of the Regional Labour Commissioner (Central), Asst. Labour Commissioner (Central) & Labour Enforcement Officer (Central) at his worksite(s).

The contractor shall inform the Principal Employer the date, time & venue of disbursement to be made by him to his workers.

The contractor shall also be required to put up a notice at the site of work mentioning the date, time & venue of disbursement to be made by him to his workers and he or his authorized representative shall have to be present during period of disbursement.

8.19 **COMPLIANCE WITH E.P.F & M. P. ACT :**

The contractor will have to comply with provision of EPF & MP Act –1952 (along with amendments, if any), issued from time to time.

If asked for by the Employer, the contractor will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Sr. Dy. Manager (P&E).

8.20 **INDEMNIFICATION :**

The contractor shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation Of Employment) Act, 1948
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- d) The Dock Workers' Safety, Health & Welfare Act, 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Payment of Bonus Act, 1965.
- j) The Payment of Gratuity Act, 1972.
- k) The Equal Remuneration Act, 1976.
- l) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act, 1989
- m) Child Labour (Prohibition and Regulation) Act, 1986.
- n) The Maternity Benefits Act 1961
- o) Interstate Migrant Workmen (Regulation of Employment & Conditions Of Service) Act, 1979.
- p) Motor Vehicle Act, latest revision.

8.21 **ARBITRATION:**

In case of any dispute being referred to arbitration in terms of General Conditions of Contract, same would be held as per provision of Arbitration and Conciliation (Amendment) Act 2015.

8.22 **TERMINATION OF CONTRACT AND RISK PURCHASE CLAUSE:** Will be applicable as per Clause No. 8.0 of SMP, Kolkata's General Conditions of Contract.

8.23 In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, thereon shall be final and binding upon all parties.

8.24 **GOOD CONDUCT:** If a bidder has had previous history of "defined misconduct" (such as banning from/ by any government sector, premature termination of a contract solely on bidder's fault, criminal case pending against the company or its owner/ current director filed by a government entity etc.), his offer is liable to be rejected.

8.25 **All** other terms and conditions excepting those mentioned separately shall be governed by Syama Prasad Mookerjee Port, Kolkata's General Condition of Contract.

8.26 In addition to the above, a bidder may be disqualified if:-

- i. The bidder provides misleading or false information in the statements and documents submitted.
- ii. Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy, etc.

The decision of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata in this regard shall be final and binding on the Bidder.



**SECTION – IX**  
**BIDDING FORMS**

**BIDDING FORM – I**

**MINIMUM ELIGIBILITY CRITERIA**

[To be filled up and uploaded, duly signed & stamped]

**(I) ANNUAL TURNOVER STATEMENT**

The annual turnover of .....( name of the bidding firm), for the years 2020-2021 , 2021-2022 and 2022-23 based on the **Balance Sheets and Profit & Loss Accounts**, are given below:

Financial years	Turnover (as per Auditor's Report /Balance Sheet) [in Rs ]
2020-2021	
2021-2022	
2022-2023	
<i>Total</i>	
<i>Average Annual Turnover</i>	

Signature of Power of Attorney Holder(s).....

Name: .....

Designation: .....

Date: .....

Seal.....

**CERTIFIED BY**

Name of Chartered Accountant Firm .....

Registration No. and other details .....

Name of the Signatory .....

Signature .....

Designation .....

Date.....

**COMPANY SEAL**

[UDIN of the CA is to be provided]

**NOTE:** Copy of Balance Sheets and Profit & Loss Accounts enclosed with sealed & signed.

**(II) TECHNICAL EXPERIENCE**

<b>Sl. No.</b>	<b>Contract No. / Order No. and date</b>	<b>Name of the Employer and Place of work</b>	<b>Contract value [in Rs. ]</b>	<b>Date of completion of work</b>	<b>Page number(s) of reference / supporting document (s), uploaded.</b>

**Format for submitting details of Each Similar Work**

Description of each project shall have to be provided while giving the following details:

- (i) Full particulars of each similar work carried out by Tenderer.
- (ii) Location of each similar work.
- (iii) Value of each similar work.
- (iv) Stipulated / scheduled and actual completion time for each similar work.
- (v) Name and Addresses of Authorities who awarded the similar work.
- (vi) Name, designation, address, phone no., Mobile No., e-mail id of authorities to whom reference can be made about such similar work.

Signature of Power of Attorney Holder(s).....

Name: .....

Designation: .....

Date: .....

Seal:.....

**BIDDING FORM-II****OTHER DOCUMENTS**

[To be filled up and uploaded, duly signed &amp; stamped]

	Requirement	Submitted/Not submitted [Put $\checkmark$ if submitted & X if not submitted]	Validity/ For the month of
a)			
i)	<b>GST Registration Certificate.</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
ii)	Document in support of non-applicability.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
b)			
i)	<b>Profession Tax Clearance Certificate (PTCC)</b>  <b><u>OR</u></b> <b>Profession Tax Payment Challan (PTPC)</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	
		<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	
ii)	Document in support of non-applicability.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
c)			
i)	Certificate for allotment of <b>EPF Code No.</b>	<input type="checkbox"/> If submitted, <b>Code No.:</b> <b>Page Number(s):</b>	Not applicable.
ii)	<b>Latest EPF Payment Challan.</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	
iii)	Document in support of non-applicability.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
d)			
i)	<b>Registration Certificate of ESI Authority.</b>	<input type="checkbox"/> If submitted,	Not applicable.

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

	Requirement	Submitted/Not submitted [Put $\checkmark$ if submitted & X if not submitted]	Validity/ For the month of
		<b>Code No.:</b> <b>Page Number(s):</b>	
ii)	Affidavit, Declaration and Indemnity Certificate.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
e)	<b>PAN Card</b>	<input type="checkbox"/> If submitted, <b>PAN No.:</b> <b>Page Number(s):</b>	Not applicable.
f)	MSME / Micro & Small Enterprises (MSEs) / National Small Industries Corporation (NSIC) under single point registration / DIC / SSI / Aadhar Udyog or any empowered Central / State Govt. authority certificate.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	
g)	<b>Power of Attorney</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

## BIDDING FORM-III

### GENERAL INFORMATION OF THE BIDDER

[To be filled up and uploaded, duly signed & stamped]

1.	Bidder's Legal Name (IN CAPITAL LETTERS)		
2.	a )	Country of registration.	
	b )	Year of registration.	
	c )	Legal address in country of registration.	
	d )	URL of the bidder.	
3.	Information regarding bidder's authorised representative(s) / contact person(s)		
	a )	Name(s)	
	b )	Address(es)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
4.	a )	Address of the branch office, if any	
	b )	Name of the contact person at branch office	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

	e )	Electronic mail address	
5.	Whether the bidder is a <b>Proprietorship Firm</b> or <b>Partnership Firm</b> or <b>Limited Company</b> .		
6.	<b>Details of the Banker(s) :</b>		
	a )	Name of the Banker(s) in full.	
	b )	Address(es) of the Banker(s)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
	f )	Name(s) of the contact person(s)	
7.	<b>Bank details for ECS payment :</b>		
	a )	Bank Account number.	
	b )	Name of the bank.	
	c )	Name of the branch.	
	d )	Address of the branch.	
	e )	RTGS code of the branch.	
	f )	MICR code of the branch.	
8.	<b>Income Tax and Goods &amp; Services Tax (GST) details (if applicable):</b>		
	a)	<b>Permanent Account Number (PAN)</b>	
	b)	<b>GST Registration Number (GSTIN)</b>	
9.	<b>Employees' Provident Fund (EPF) Code No.</b>		
10	<b>Employees' State Insurance (ESI) Code No.</b>		
11	Mainlines of business		

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**BIDDING FORM-IV**

**FORMAT FOR DECLARATION**

*[ To be printed on the bidder's Letter Head and uploaded after signing]*

To,

**General Manager (Engg.)  
Haldia Dock Complex ;  
SMP, Kolkata**

**Name of Work : “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”**

**Tender No. SDM(P&E)/T/23/2023-2024**

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

\* I / We have not been **debarred, banned** or **delisted** by any Government or Quasi-Government Agencies or Public Sector Undertakings in India.

I / we have not made any **addition / modification / alteration** in the **Bidding Documents** (including Bidding Forms & Contract Forms) hosted in the websites.

The prices have been quoted in the Price Bid, electronically, through the website <https://kopt.enivida.in/> only and no direct or indirect mention of the prices has been made by me / us anywhere else in my / our bid.

No extraneous conditions (like “Not Applicable”, conditional rebate, etc.), regarding the Price Bid, have been mentioned anywhere in our bid.

**Signature of authorised person of the bidder  
(with office seal)**

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

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**FORM OF TENDER**

*[ To be printed on the bidder's Letter Head and uploaded after signing]*

To,  
General Manager (Engineering)  
Haldia Dock Complex ;  
Syama Prasad Mookerjee Port, Kolkata

*Name of Work:* “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”.

Tender No. : SDM(P&E)/T/23/2023-2024

I/We ..... (Name of the bidder)..... of .....(Address of the bidder)..... Having **examined the site of work, inspected the drawings** and read the **bidding documents** [including all **addenda / corrigenda**, issued i.e. .... {insert Addendum / Corrigendum / Extension No(s)}], hereby bid and undertake to execute & complete all the work related to “**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata**” required to be performed in accordance with the **Technical Specification, General Conditions of Contract (GCC), Special Conditions of Contract (SCC)**, etc., at the **rates & prices** quoted in the **Price Bid** [*submitted electronically, through the website <https://kopt.enivida.in/>*], within .....month from the date of order to commence the work , in the event of our bid being accepted.

I/we also undertake to enter into a **Contract Agreement** in the form hereto annexed [**Section XI**] with such alterations or additions thereto, which may be necessary to give effect to the acceptance of the bid and incorporating such **Technical Specification, General Conditions of Contract (GCC), Special Conditions of Contract (SCC)**, etc. and I/we hereby agree that until such **contract agreement** is executed, the said **Technical Specification, General Conditions of Contract (GCC), Special Conditions of Contract (SCC)**, etc. and the bid, together with the acceptance thereof in writing, by or on behalf of the Employer, shall be the contract.

I / We require .....days preliminary time to arrange and procure the materials, tools & tackles, etc. required by the work, from the date of acceptance of bid, before I/we could commence the work.

I / We have deposited with the Trustees’ Sr. Dy. Manager (Finance), HDC, vide Receipt No. \_\_\_\_\_ of \_\_\_\_\_ as Earnest Money.

I/We agree that the period for which the bid shall remain open for acceptance, shall not be less than **120 Days**, from the last date of submission of bid.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**



( Signature of authorised person of the bidder )

WITNESS:

Signature:

Name : \_\_\_\_\_

Name:  
(In Block Letters)

Designation : \_\_\_\_\_

Address:

Date : \_\_\_\_\_

Occupation:

(Office Seal)

HDC, SMP, Kolkata

**BIDDING FORM-VI**

**PRICE SCHEDULE**

[To be filled up and uploaded, duly signed & stamped]

Sl. No.	Item Description	Unit	Qty.	Applicable GST%		
				SGST	CGST	IGST
1.	Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata including supply of manpower, materials, etc.	No.	01			

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**SECTION - X**

**CHECKLIST**

*Before scanning and upload the following required documents, all pages are to be signed by a person duly authorised to sign on behalf of the bidder, and are to be embossed with their official seal, owing responsibility for their correctness / authenticity. All pages of the aforesaid documents should be serially marked.*

*The offered prices would be given in the “**Price Bid**” electronically, through the website of **E-NIVIDA** only.*

Sl. No.	Particulars	Submitted/ Not submitted [Put √ if submitted and put X if not submitted]	If submitted, page numbers
1.	<b>Filled up checklist.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of <b>Bid Document Fee</b> (Cost of bidding documents).	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of <b>Earnest Money Deposit (EMD)</b> .	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certificate from MSME/ MSE/ DIC/ SSI / NSIC/ Udyog Aadhar / etc. for waiver of depositing Bid Document fee & EMD, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Undertaking in lieu of submission of signed copy of the Tender Document in full</b> (On official letter head)	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Bidding Forms</b>		
	i) <b>Bidding Form – I</b>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) <b>Bidding Form - II</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

Sl. No.	Particulars		Submitted/ Not submitted [Put $\checkmark$ if submitted and put X if not submitted]	If submitted, page numbers
	iii)	<b>Bidding Form – III</b>	<input type="checkbox"/>	<input type="checkbox"/>
	iv)	<b>Bidding Form - IV</b>	<input type="checkbox"/>	<input type="checkbox"/>
	v)	<b>Bidding Form – V</b>	<input type="checkbox"/>	<input type="checkbox"/>
	vi)	<b>Bidding Form - VI</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**SECTION – XI**

**CONTRACT FORMS**

**FORM OF AGREEMENT**

(To be submitted on Non- judicial Stamp Paper of worth not less than INR 50.00)

CONTRACT NO. GM(E)/...../ /AGMT/...../.....

**TENDER REFERENCE:**            **SDM(P&E)/T/23/2023-2024**

***“Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”.***

**ORDER REFERENCE:** ..... / /O-... dated .....

This agreement made this ..... day of ....., Two thousand .....,

BETWEEN

**Board of Major Port Authorities for Syama Prasad Mookerjee Port, Kolkata, a Body Corporate,** a permanent body having perpetual succession and a common seal constituted under the provision of the Major port Authorities Act, 2021 (hereinafter called the ‘**Board**’, which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part .

**AND**

..... (hereinafter called the “**Contractor**”, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part

[Together hereinafter the “Parties”]

***WHEREAS***

The Trustees are desirous that certain works should be executed by the Contractor, viz. “**“Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”.**” and have accepted a Bid / offer by the Contractor for execution, completion and maintenance of such works, including remedying any defects therein, during the Defect Liability Period.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words expressions shall

***NOW THIS AGREEMENT WITNESSETH as follows:***

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in **Conditions of Contract** hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement :

---

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

- a) The said bid / offer.
  - b) The Letter of Acceptance of the bid /offer [vide Order No. ....../ ...../...../O-... dated .....
  - c) The Conditions of Contract and Scope of Work & **Technical Specification** [all terms and conditions of E-Tender No. SDM(P&E)/T/23/2023-2024].
  - d) Addenda [Please insert Addenda Nos. ....]
  - e) “Price Comparative Statement”, showing the prices quoted (electronically, through the website <https://kopt.enivida.in>) by the Contractor, in the Price Bid.
  - f) All correspondence, by which the contract is added, amended, varied or modified, in any way, by mutual consent.
3. In Consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Trustees to execute, complete & maintain the work, including remedy any defects therein (during the Defect Liability Period”), in conformity with the provisions of the Contract, in all respects.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

The parties hereunto affixed their respective Common Seals (or have hereunto set their respective hands and seals).

*For and on behalf of*

*For and on behalf of*

HALDIA DOCK COMPLEX  
SYMA PRASAD MOOKERJEE PORT,  
KOLKATA

(CONTRACTOR)

**SEAL**

**(TRUSTEES)**

**SEAL**

**In presence of**

**In presence of**

## **INDEMNITY BOND**

[To be submitted on Non-judicial Stamp Paper of worth not less than INR 50.00, **duly notarised**]

Reference:

Order No.: ...../...../...../O-... dated ..... For “**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata**”.

**Senior Deputy Manager (P&E),  
Haldia Dock Complex ;  
Operational Administrative Building (1<sup>st</sup> Floor) ;  
Chiranjibpur, P.O.Haldia ;  
Dist. Purba Medinipur ,  
West Bengal, India  
PIN : -721 604**

This deed of **Indemnity Bond** made on..... by ..... Having their office at ..... (hereinafter called “the **Contractor**”).

**Whereas** the General Manager (Engineering), **Haldia Dock Complex, SMP, Kolkata** , Dist.: Purba Medinipur, West Bengal (hereinafter call “the **Engineer**”) has placed an order, bearing no. .... /...../O-... dated ..... And some materials, spare parts, components, sub-assemblies, etc. are required to be taken **outside** of **Haldia Dock Complex** premises for some specialized servicing, repairing, overhauling, etc. or **fault diagnosis & remedial measures** by the Contractor, as per the terms & conditions mentioned in the said order, and which have been mutually agreed upon by the parties hereto,

AND

**Whereas** in consideration of the said contract, the Contractor has agreed to execute an **Indemnity Bond** for the safe custody on receipt of the said materials, spare parts, components, sub-assemblies, etc., from the **Engineer** until the **completion of servicing / overhauling / repairing / remedial work** and returning back to the Engineer as hereinafter appearing.

**Now** this deed witnessed that in pursuance of the said agreement and in the premises, the Contractor agrees to indemnify Engineer and at all the terms, to hold themselves liable for all the **damages, loss** due to **pilferage / fire** or negligence on the part of the Contractor or their employees, agents and representatives or from whatever cause, with all losses, interest charges and expenses incurred by the said Engineer on account of the material(s) issued to the Contractor,

AND

It is in terms of the said contract and this **Deed of Indemnity**, the material(s) issued free to the Contractor for servicing / overhauling / repairing / **fault diagnosis & remedial work**,

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

thereon shall be deemed to be the **property of the Engineer.**

It is hereby agreed that the Contractor shall be liable for all injury, losses and damages that may be caused to the ....., from whatever cause and further that the Contractor shall not part with or delivery possession of the said material(s) to any other party or person, save in compliance with and in performance & provision of contract in respect of which this **Indemnity Bond** is executed, the Contractor having undertaken to delivery the said material (s) in all respect in compliance with the terms of the contract.

This bond and the trust hereby created shall remain valid and binding on the Contractor till such time as the above said order has been fully and finally executed and Contractor has delivered the ..... complete thereon to the Engineer under the terms of the contract.

For and on behalf of (name of the Contractor), under the common seal of the company.

**WITNESS**

(Signature of the authorised person on behalf of the Contractor)

( Signature )

Name :

Name :

Designation

Designation

Signed in my presence and identified by me



**BANK GUARANTEE FOR PERFORMANCE GUARANTEE**

[To be submitted on Non-judicial Stamp Paper of worth not less than INR 50.00]

To  
The Board, Syama Prasad Mookerjee Port, Kolkata.

BANK GUARANTEE NO..... DATE.....

Name of Issuing Bank.....

Name of Branch.....

Address.....

In consideration of the Board, Syama Prasad Mookerjee Port, Kolkata a body corporate – duly constituted under the Major Port Authority Act 2021, (hereinafter referred to as “The Board”) having awarded to Shri / Messrs ....., a Proprietary/ Partnership/Limited / Registered Company, having its Registered Office at ..... (hereinafter referred to as “**The Contractor**”, which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), a **CONTRACT** by issue of Trustees’ Work Order No. .... / ...../...../O-..... dated..... For “**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata**)” and the same having been unequivocally accepted by the Contractor resulting in a **CONTRACT** bearing No. **GM (E) // AGMT/...../.....** and the Contractor having agreed to provide a **BANK GUARANTEE** from a Nationalized / Scheduled Bank of India, in prescribed format for **Rs. .... (Indian Rupees .....**) only, for the faithful and satisfactory performance of the entire contract .

We, ... Branch, Kolkata ...../Haldia, do, on the advice of the Contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of **Rs .....** (**Indian Rupees .....**) only. We, ..... Branch, Kolkata ... /Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honouring 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 Board within a week from the date of such demand by an A/c Payee Banker’s Cheque drawn in favour of “Kolkata Port Trust”, without any demur. Even if there be any dispute between the Contractor and the Trustees, 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 Guarantee in the manner aforesaid, shall constitute sufficient reason for the Board to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the Contractor.

2. We, .....’ Branch, Kolkata..... /Haldia, further agree that a mere demand by the Board at anytime 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 Contractor and no protest by the Contractor, 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 Trustees in the manner and within the time aforesaid.

3. We,..... Branch, Kolkata...../Haldia, further agree that the Bank Guarantee herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the Contractor and that it shall continue to be enforceable till all the dues of the Board under and/or by virtue of the terms and conditions of the said contract, have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the Contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid upto and inclusive of .....day of .....and subject all so that the provision that the Trustees 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 upto..... 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 Trustees, only on a written request by the Trustees to the Contractor 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 Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the Contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the Contractor and to forebear or enforce any of terms and conditions relating to the said contract and We,..... . ..Branch, Kolkata... .. /Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the Contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the Contractor 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 do also agree that the Trustees at their option shall be entitled to enforce this Guarantee against us .. .. Branch, Kolkata ... .. /Haldia as principal debtor in the first instance without producing against the Contractor and notwithstanding any security or other guarantee that the Trustees may have in relation to the Contractor's liabilities.
6. We,..... Branch, Kolkata... .. /Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

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

( Duly constituted attorney for and on behalf of )

BANK. . . . ., . . . . .

BRANCH... ..

KOLKATA ...../HALDIA

( OFFICIAL SEAL OF THE BANK)

**Undertaking in lieu of submission of signed copy of the Tender Document in full**

(On official Letterhead)

Ref. No.....

Date .....

**General Manager (Engineering),  
Haldia Dock Complex ,  
Syama Prasad Mookerjee Port, Kolkata,  
Jawahar Tower Complex ;  
P.O.: Haldia Township;  
Dist.: Purba Medinipur ;  
PIN: -721607  
West Bengal, India.**

**Subject : “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”.**

**Tender No. SDM(P&E)/T/23/2023-2024**

Dear Sir,

We,.....(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, and Addenda, if any, downloaded from under the instant e- tender and no other source, and will comply with all the terms and conditions contained therein.

We are submitting this undertaking in lieu of submission of signed copy of the full tender document.

Yours faithfully,

Signature of Power of Attorney Holder(s):.....

Name(s): .....

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**ANNEXURE-D**

No.P-45021/112/2020-PP (BE-II) (E-43780)  
Government of India Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade  
(Public Procurement Section)

Udyog Bhawan, New Delhi

Dated October 14, 2020

**OFFICE MEMORANDUM**

Subject: Revised format for registration of bidders from countries sharing land border with India—  
regarding.

The undersigned is directed to inform that the format of application for seeking registration for bidders having beneficial ownership in countries which share land border with India in accordance with Department of Expenditure Order no. F. No. 6/18/2019-PPD dated 23.07.2020 has been revised. A copy of the revised format is enclosed herewith. Accordingly, applicants are informed that henceforth the registration application are required to be submitted in updated revised format to the Office of Joint Secretary (MKN), DPIIT, Room No. 236A, Udyog Bhawan, New Delhi in ten hard copies. The pdf copy of the same may also be emailed at [dpiit.144@gov.in](mailto:dpiit.144@gov.in).

2. The applications already received in this Department, as per earlier prescribed format, are under process and are not required to be submitted again.

3. This issues with the approval of competent authority.

Encl: As above

  
(D.V.S.P. Varma)

Under Secretary to Govt. of  
India  
E-  
mail: [dvsp.varma@nic.in](mailto:dvsp.varma@nic.in)

**To**

1. All Ministries/Departments
2. All IndustryAssociations
3. DPIIT Website/ CPP Portal/ GeM Portal

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

### **Covering Letter Format**

To  
The Office of JS (MKN)  
Chairman Registration Committee  
Room No. 236A, UdyogBhawan, New Delhi

Subject: Application for registration of bidders having beneficial ownership in countries which share land border with India in accordance with Department of Expenditure Order no. F. No. 6/18/2019-PPD dated 23.07.2020 - regarding.

We, M/s \_\_\_\_\_ (Name of the Bidder), hereby submit an application for registration of our Company in accordance with Department of Expenditure Order No. F. No. 6/18/2019-PPD dated 23.07.2020 through its authorized signatory consisting of following documents:

- i. The Covering letter
- ii. Letter of authority in favor of signatory.
- iii. Details of Bidder as per Appendix "A".
- iv. Details of Manufacturer/ Service provider/ Contractor, if different from bidder, as per Appendix "B".
- v. Details of item (goods/ services / works) for which registration is being sought as per Appendix "C".
- vi. Details of Bidder for security clearance as per Appendix "D".
- vii. Details of Manufacturer/ Service provider/ Contractor, if different from bidder, for security clearance as per Appendix "E".

2. We confirm that the application complete in all respects, and duly signed by authorized signatory on all pages, is being submitted in ten hard copies. We also confirm that a soft copy in pdf format has been emailed to [dpjit.144@gov.in](mailto:dpjit.144@gov.in). We understand that incomplete application will not be processed and summarily ignored.

3. We also confirm that we, M/s \_\_\_\_\_ (Name of the Bidder), and M/s ..... (Name of Manufacturer/ Service provider/ Contractor, if different from bidder) are not currently debarred/blacklisted/banned by any Government entity in India.

4. We also confirm that signatory of this letter & application form is the authorized signatory of the \_\_\_\_\_ (Name of the Bidder). A copy of authorization letter is enclosed.

5. We understand that the registration granted by the Registration Committee shall be only for the purpose of bid participation under Rule 144(xi) of General Financial Rules, 2017. We also understand that validity period of Registration shall be 3 years from date of issue of registration letter. However, in case of appointment of new Director(s)/ new shareholders with more than 10% shares/ change in controlling ownership interest or control through other means, the registration shall automatically stand annulled.

(Name and Signature of authorized signatory of bidder  
along with telephone number and email Id)

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Appendix - A****Bidder's details for registration under Rule 144(xi) of GFR**

1.	<b>Name of Bidder</b> - as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No.F.No.6/18/2019-PPD dated 23rd July, 2020	
2.	<b>Type of business entity</b>  (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - to attach certificate of incorporation.	
3.	<b>Complete address of the Registered Office</b> with contact person name, telephone number and email Id.	
4.	Whether registration is being sought as Manufacturer/ service provider/ contractor for supply of goods/ services / works or As an <b>agent/reseller/distributor/member of consortium/ Branch Office/ Office Controlled by bidder/any subsidy of any artificial juridical person/ any other type of category)</b> Bidder to give details in which category – registration is being sought.	
5.	In case bidder is seeking registration as manufacturer, complete address of the <b>manufacturing premises</b> with name, telephone number and email Id of contact person.	
6.	In case bidder is seeking registration as service provider/ contractor, <b>complete address of the premises from where services</b> are provided may be given with name, telephone number and email Id of contact person.	
7.	In case registration is being sought as an <b>agent/reseller/distributor/Office controlled by bidder/ any other subsidy of any artificial juridical person /any other category other than manufacturers, service provider and contractor of above</b> -the details of manufacturer/ service provider/ contractor may be furnished in <b>Appendix-B</b> .	
8.	The <b>details of items</b> (goods/ services / works) for which registration is sought as per <b>Appendix-C</b> .	

Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.

9. **Financial details# of the bidder in INR/ US Dollar** for last five financial years in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Financial year (FY)	Net Sales turnover during the FY	Net Profit during the FY	Net worth at the end of the FY

# Refer foot notes at the end of Appendix.

10. **Beneficial owners# of the bidder**, as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020, in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Beneficial owner details				
Name of the beneficial owner	% beneficial ownership	artificial juridical person/ entity	legal/artificial juridical person/ entity	details of such entities may be furnished and so on.

# Refer foot notes at the end of Appendix.

Note:

1. The terminology "Works" in the entire document means "Works including turnkey works/ projects". Similarly, the terminology "Services" means "Consultancy as well as non- consultancy services".
2. Details of all beneficial owners having ownership more than that prescribed in Para 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 are to be furnished.
3. In case beneficial owner is legal/ artificial juridical person/ entity, beneficial ownership details of such entities to the last natural person are to be furnished.
4. The details at serial number "9" and "10" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN number.

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Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.



**Appendix - B**

**Manufacturer/ Service provider/ Contractor details for registration under Rule 144(xi) of GFR**

(Note: The Appendix-B is to be filled up only in case Manufacturer/ Service provider/ Contractor is other not bidder, whose details have already been provided in Appendix -A)

1.	<b>Name of manufacturer/ service provider/ contractor</b>	
2.	<b>Type of business entity</b> (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - to attach certificate of incorporation.	
3.	<b>Complete address of the Registered Office of manufacturer/ service provider/ contractor</b> with contact person name, telephone number and email Id.	
4.	In case of manufacturer, complete address of the <b>manufacturing premises</b> with name, telephone number and email Id of contact person.	
5.	In case of service provider/ contractor, <b>complete address of the premises from where services</b> are provided may be given with name, telephone number and email Id of contact person.	
6.	<b>Manufacturer/ service provider/ contractor's agreement</b> with the bidder to seek registration under Rule 144(xi) of GFR and participate in public procurement in India, if any. Copy to be attached with the application.	

7. **Financial details# of the manufacturer/ Service provider/ Contractor in INR/ US Dollar** for last five financial years in the following format, duly certified by practicing Chartered Accountant (CA) in India:

<b>Financial year (FY)</b>	<b>Net Sales turnover during the FY</b>	<b>Net Profit during the FY</b>	<b>Net worth at the end of the FY</b>

# Refer foot notes at the end of Appendix.

8. **Beneficial owners# of the Manufacturer/ Service provider/ Contractor**, as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020, in the following format, duly certified by practicing Chartered Accountant (CA) in India:

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

Beneficial owner details				
Name of the beneficial owner	% beneficial ownership	Natural person or legal/artificial juridical person/entity	Country of Citizenship / Country of incorporation of legal/artificial person/entity.	In case of legal/artificial juridical person/entity, beneficial ownership details of such entities may be furnished and so on.

# Refer foot notes at the end of Appendix.

Note:

1. The terminology "Works" in the entire document means "Works including turnkey works/projects". Similarly, the terminology "Services" means "Consultancy as well as non-consultancy services".
2. Details of all beneficial owners having ownership more than that prescribed in Para 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 are to be furnished.
3. In case beneficial owner is legal/artificial juridical person/entity, beneficial ownership details of such entities to the last natural person are to be furnished.
4. The details at serial number "7" and "8" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN number.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Appendix - C**

**Details of items (goods/ services / works) for which registration is sought**

1.	Description of items (goods/ services / works) for which registration is being sought.	
2.	Broad technical specification parameters/ details of items	
3.	Annual Capacity of bidder for each of the goods/ services / works for which registration is being sought.	
4.	Major public procuring entities in India for these items	

5. Details of contracts# received by the bidder in last 05 years from public procuring entities in India in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order No., date, Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

# Refer foot notes at the end of Appendix.

6. Details of contracts# received by the bidder in last 05 years from private procuring entities in India in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order No., date, Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

# Refer foot notes at the end of Appendix.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

7. Details of outsourced components/goods and subcontracted works and services proposed to be used in execution of contract may be provided in the format given below:

Sr. No.	Details of outsourced components/goods and subcontracted Works and services	Major technical parameters	Manufactured by /Subcontracted to	Country of Origin

Note:

1. The details at serial number "5" and "6" above are required to be furnished only for those goods/ services / works for which registration is being sought and for the same Manufacturer/ Service provider/ Contractor, whose details have been furnished in Appendix-B, if bidder is not Manufacturer/ Service provider/ Contractor. In case of large number of contracts, the details may be restricted to 20 (twenty) high value contracts.
2. The details at serial number "7" above are required to be furnished only for top 20 high value outsourced components/goods and subcontracted works and services.
3. Bidder can seek registration for multiple items in an application by providing requisite details for each of the item for which registration is being sought.
4. The details at serial number "5" and "6" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN number.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Details of bidder for security clearance****I. Details in respect of bidding company/person:**

Sl No.	Name of company/person	Type of Company (Pvt. Ltd./Pub. Ltd./Sole Proprietorship/one person company/partnership/LLP/JV/Trust/NGO etc.)	Country of registration in case of company/nationality (if holding multiple nationality, all must be mentioned) in case of person	Registration number with date in case of company/passport nos. and issue date in case of person	Registered office address and correspondence address in case of company/Contact Address in case of person	Previous Name of the Company, if any	Details of earlier registration, if any (ref no. & date)

**II. Details of beneficial ownership of entity:**

Sl No.	Name of company/individual which/who are the beneficial owner of bidding company	Country of registration, registration number with date in case beneficial owner is a company/nationality, passport number and issue date (if holding multiple nationality, all must be mentioned) in case beneficial owner is an individual	Registered office address and correspondence address in case of company/Contact Address in case of person	Details of intermediary company(s)/persons between bidder company or person and beneficial owner company/individual	Enclose a chart depicting the link between bidding company/person and the beneficial company/owners along with details such as address, percentage, passport details (in case of individuals) or company registration details (in case of companies)

**III. Details in respect of Directors of bidding Company:**

Sl No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Percentage name of father/mother	Present & Permanent Address	Nationality (if holding multiple nationality, all must be mentioned)	Passport Nos. and issue date, if any.	Contact Address & telephone number

**IV. Details of shareholders of bidding company (all companies/entities/individuals with more than 10% shares or having controlling ownership interest or exercising control through means in case of less than 10% shares):**

Sl. No.	Full Name of individual / company	Parentage (name of father/mother) in case of individuals and registration number in case of companies	Permanent address /present address in case of individuals, and registered and correspondence address in case of companies	Present position held, if any, in the applicant company	Nationality, in case of individual (if holding multiple nationality, all must be mentioned) /country of registration, in case of company	Passport Nos. and date of issue, if any (date of birth, in case passport is not available) for individuals	% of shares held in the company

Dismantling, substitution, repair, installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.

- V. **Details of tender(s) and specific goods/services/works proposed to be supplied:**
- VI. **Reasons for seeking registration with Registration Committee of DPIIT:** A brief note to be attached
- VII. **Details of nature of activities undertaken by bidding company/person:** A brief note to be attached
- VIII. **Details of nature of activities undertaken by beneficial owner of bidding company/person:** A brief note to be attached
- IX. Details of criminal cases, if any, against the bidding company, its director(s) or person as per annexure

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Annexure to Appendix – D**

**Self-Declaration for bidding company and its director(s)/owners or person**

- a. Name & address and registration number of the Company:  
b. Name and address of owners (in case of proprietorship firm)/directors of the company/person :

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

- c. Are the company owners (in case of proprietorship firm)/directors/person listed above, are the subject of any?

1. Preventive detention proceedings under Public Safety Act/National Security Act etc. : Yes/No  
2. Criminal Investigation in which charge sheet has been filed: Yes/No

- d. If, Yes, please provide following details

1. Case/FIR number :  
2. Detention/warrant number, if any :  
3. Police Station/district/agency:  
4. Sections of law under which cases has/have been filed :  
5. Name and place of the court:

- e. The above mentioned details are in respect of both India and any other foreign country.

(Signature)

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the Company.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

Appendix - E

**Details of Manufacturer/Service Provider/Contractor for security clearance**

**(Note: The Appendix-E is to be filled up only in case Manufacturer/ Service provider/ Contractor is other not bidder, whose details have already been provided in Appendix -D)**

**I. Details in respect of Manufacturer/Service provider/Contractor:**

Sl No.	Name of company/ person	Type of Company (Pvt. Ltd./Pub. Ltd./Sole Proprietorship/ one person company/ Partnership/I.P./IV/ Trust/NGO etc.)	Country of registration in case of company/ nationality (if holding multiple nationality, all must be mentioned) in case of person	Registration number with date in case of company/passport nos. and issue date in case of person	Registered office address and correspondence address in case of company/ Contact Address in case of person	Previous Name of the Company, if any	Details of earlier registration, if any (ref no. & date)

**II. Details of beneficial ownership of Manufacturer/Service provider/Contractor:**

Sl No.	Name of company/individual which/who are the beneficial owner of bidding company	Country of registration, registration number with date in case beneficial owner is a company/nationality, passport number and issue date (if holding multiple nationality, all must be mentioned) in case beneficial owner is an individual	Registered office address and correspondence address in case of company/Contact Address in case of person	Details of intermediary company(s)/persons between bidder and beneficial owner company/individual	Enclose a chart depicting the link between manufacturing company/ person or service provider or contractor and the beneficial company /owners along with details such as address, parentage, passport details (in case of individuals) or company registration details (in case of companies)

**III. Details in respect of Directors of Manufacturing Entity/Individuals/Service Provider/Contractor:**

Sl No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Percentage (name of father/mother)	Present & Permanent Address	Nationality (if holding multiple nationality, all must be mentioned)	Passport Nos. and issue date, if any.	Contact Address & telephone number

**IV. Details of shareholders of Manufacturer/Service provider/Contractor (all companies/entities/individuals with more than 10% shares or having controlling ownership interest or exercising control through means in case of less than 10% shares):**

**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**



Sl. No.	Full Name of individual /company	Parentage (name of father/mother) in case of individuals and registration number in case of companies	Permanent address /present address in case of individuals, and registered and correspondence address in case of companies	Present position held, if any, in the applicant company	Nationality, in case of individual (if holding multiple nationality, all must be mentioned)/country of registration, in case of company	Passport Nos. and date of issue, if any (date of birth, in case passport is not available) for individuals	% of shares held in the company

- V. **Details of tender(s) and specific goods/services/works proposed to be supplied:**
- VI. **Reasons for seeking registration with Registration Committee of DPHT:** A brief note to be attached
- VII. **Details of nature of activities undertaken by bidding company/person:** A brief note to be attached
- VIII. **Details of nature of activities undertaken by beneficial owner of bidding company/person:** A brief note to be attached
- IX. **Details of criminal cases, if any, against the bidding company, its director(s) or person as per annexure**

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Annexure to Appendix – E**

**Self-Declaration for manufacturer/service provider/contractor and its director(s)/owners or person**

- a. Name & address and registration number of the Company :
- b. Name and address of owners (in case of proprietorship firm)/directors of the company/person :
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- c. Are the company owners (in case of proprietorship firm)/directors/person listed above, are the subject of any?
- Preventive detention proceedings under Public Safety Act/National Security Act etc. : Yes/No
  - Criminal Investigation in which charge sheet has been filed: Yes/No
- d. If, Yes, please provide following details
- Case/FIR number :
  - Detention/warrant number, if any :
  - Police Station/district/agency:
  - Sections of law under which cases has/have been filed :
  - Name and place of the court:
- e. The above mentioned details are in respect of both India and any other foreign country.

**(Signature)**

**Note:** The above self-declaration is required to be filled and signed by the authorized signatory of the Company.

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Syama Prasad Mookerjee Port, Kolkata  
Haldia Dock Complex**

**CERTIFICATE OF COMPLETION OF WORK  
(FORM G.C-1)**

Contractor : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Date of completion : \_\_\_\_\_

Dear Sir,

**Subject :** “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata

- Reference :**
- i) **Work Order No.:** ...../...../...../O-... dated .....
  - ii) **Contract No./ Agreement No. :** ...../...../...../ AGMT / .....

This is to certify that the above work which was carried out by you is, in the opinion of the undersigned, complete in every respect on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in accordance with terms of the contract and you are required to maintain the work in accordance with General Conditions of Contract and under provisions of the contract.

(Signature of the Engineer/Engineer’s Representative)

Name: .....

Designation: .....

Date: .....

(OFFICIAL SEAL)

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Syama Prasad Mookerjee Port, Kolkata**  
**Haldia Dock Complex**  
**CERTIFICATE OF FINAL COMPLETION**  
**FORM G.C-2**

**General Manager (Finance),  
Haldia Dock Complex (HDC),  
Syama Prasad Mookerjee Port, Kolkata  
Jawahar Tower Complex,  
P.O: Haldia Township,  
Dist.: Purba Medinipur,  
PIN – 721 607,  
West Bengal, India.**

**Subject :** “Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata”

**Reference :** i) **Work Order No.:** ...../...../...../O-... dated .....

ii) **Contract No./ Agreement No. :** ...../...../...../ AGMT / .....

This is to certify that the above work, which was carried out by ..... is now complete in every respect, in accordance with the terms of the contract and that all obligations under the contract have been fulfilled by the Contractor.

(Signature of the Engineer/Engineer’s Representative)

Name: .....

Designation: .....

Date: .....

(OFFICIAL SEAL)

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**

**Syama Prasad Mookerjee Port, Kolkata**  
**Haldia Dock Complex**  
**("NO CLAIM CERTIFICATE" FROM CONTRACTOR)**

**FORM G.C-3**

[To be submitted on Bidder's Letter Head]

**General Manager (Engineering),**  
**Haldia Dock Complex,**  
**Syama Prasad Mookerjee Port, Kolkata**  
**Jawahar Tower Complex;**  
**P.O.: Haldia Township;**  
**Dist.: Purba Medinipur;**  
**PIN: -721607**  
**West Bengal, India.**

Dear Sir,

**Subject :** "Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II , Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata"

**Reference :** i) **Work Order No.:** ...../...../...../O-... dated .....

ii) **Contract No./ Agreement No. :** ...../...../...../ AGMT / .....

I/We do hereby declare that I/we have received full and final payment from Haldia Dock Complex, SMP Kolkata, for the execution of the subject work, and I/we have no further claim against Haldia Dock Complex, SMP, Kolkata in respect of the above mentioned job.

Yours faithfully,

(Signature of Contractor)

Date : .....

Name of Contractor : .....

Address : .....

(OFFICIAL SEAL OF THE CONTRACTOR)

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**Dismantling, Fabrication, Repair, Installation and Commissioning of Marine Gangway structure along with shore gangway at HOJ-II, Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata.**