

कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

सिविल इंजीनियरिंग बिभाग / Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

Office of the Senior Executive Engineer, Kolkata

15, स्ट्रैंड रोड, कोलकाता – 700 001/ 15, Strand Road, Kolkata – 700 001

दुरभाष/ Phone: 2230-3451, विस्तार/ Extension: 388, 392

No: NIQ/20/2015-16/298

Dated: 10/08/2015.

NIQ NO. NIQ/20/2015-16/297 Dated: 10/08/2015.

Sealed quotations (in two part) are invited from Enlisted Contractors of Civil Engineering Department or outside bonafide agencies who have experience of execution of similar works during last 07(seven) years as per following Prequalification Criteria in accordance with this Notice Inviting Quotation, Conditions of Quotation, Specifications for materials and workmanship and Bill of Quantities for the subject work.

(i) **Pre-qualification Criteria:-**

The intending bidder must be :-

(a) An enlisted contractor of Civil Engineering Department

OR

Outside bonafide agencies who have experience of execution of carpentry related work / Supply of wooden furnitures during last 07(seven) years ending on last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-

- a) Three completed works each costing not less than the amount equal to 40% of the estimated amount put to tender.
- b) Two completed works each costing not less than the amount equal to 50% of the estimated amount put to tender.
- c) One completed work costing not less than the amount equal to 80% of the estimated amount put to tender.

1. **Name Of Work :-** Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.
2. **Estimated amount :-** ` 83,508.00
{ Rupees Eighty Three Thousand Five Hundred Eight Only}
3. **Time of completion :-** 01 (One) Month from the date of placement of order.
4. **Earnest Money :-** ` 1,670.00 [Not required for enlisted contractors]
5. **Period of sale of quotation document :-** From 10:00 AM on 11/08/2015 upto 4:00 P.M on 20/08/2015.
(a)
- (b) **Last date of submission & opening of quotation :-** Submission upto 3.00 PM on 21/08/2015.
Opening shortly after 3.00 PM on 21/08/2015.
6. **Cost of quotation document:-** ` 300.00 { Rupees Three Hundred Only}
Payable through cash from 11:00 Am to 3:00 PM from Monday to Friday or through A/c Payee Demand Draft / Pay Order in favour of Kolkata Port Trust payable at Kolkata.

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Quotation documents can be obtained from the office of the undersigned during office hours on any working day on payment of cost of tender document on application or may be downloaded from the Ko.P.T website before 12 noon of last date of sale.

2. The intending tenderer should have average Annual Financial turnover during the last 3 years ending 31st March of the previous financial year of at least 30% of the estimated amount put to tender.
3. The quotation must be submitted along with copy of the documents in support of pre-qualification criteria as mentioned above, copy of valid Trade Licence, copy of VAT registration certificate and Copy of IT registration certificate / PAN card, within the last date and time of submission as given above.

Quotation will be opened in presence of quotationer or their authorised representatives who may wish to be present. In the event of any unforeseen circumstances such as suddenly declared holidays, bandhs, strikes etc. on that day, the quotation may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3:00 P.M. on the same day. EXCEPT THIS, THE QUOTATION SHALL NOT BE EXTENDED IN ANY CASE.

Sr. Ex. Engineer (Kolkata)

Copy to the Chief Engineer through Dy.Chief Engineer-IV for information please.

Copy to the Senior Executive Engineer, KPD/ NSD/ South/ Railways/ RS/ Dev/ RT/ Contract/ Environment/Notice board for circulation please.

Copy to the F.A. & C.A.O. for information please.

Copy to the Director, P&R (Attn: In Charge Computer Centre). The soft copy of NIQ is being sent to you for insertion in Kolkata Port Trust website and the quotation shall be sent in due course. Downloading of quotation documents shall be blocked after 12 noon **20.08.2015.**

Sr. Ex. Engineer (Kolkata)



KOLKATA PORT TRUST

कोलकाता पत्तन न्यास



सिविल इंजीनियरिंग बिभाग/ Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

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सं / No.: NIQ/20/2015-16/297

दिनांक/Dated: 10/08/2015

NOTICE INVITING QUOTATION

Messrs/ Shri

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SUB :- Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.

Sealed quotations (in two part) are invited from Enlisted Contractors of Civil Engineering Department or outside bonafide agencies who have experience of execution of similar works during last 07(seven) years as per following Prequalification Criteria in accordance with this Notice Inviting Quotation, Conditions of Quotation, Specifications for materials and workmanship and Bill of Quantities for the subject work.

(i) **Pre-qualification Criteria:-**

The intending bidder must be :-

(a) An enlisted contractor of Civil Engineering Department

OR

Outside bonafide agencies who have experience of execution of supplying carpentry related work during last 07(seven) years ending on last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-

- Three completed works each costing not less than the amount equal to 40% of the estimated amount put to tender.
- Two completed works each costing not less than the amount equal to 50% of the estimated amount put to tender.
- One completed work costing not less than the amount equal to 80% of the estimated amount put to tender.

Estimated amount :-	₹ 83,508.00 { Rupees Eighty Three Thousand Five Hundred Eight Only}
Earnest Money Deposit :-	₹ 1670.00 { Rupees One Thousand Six Hundred Seventy Only} [Not required for enlisted contractor's under CE Department of Ko.P.T]
Cost of quotation document:-	₹ 300.00 { Rupees Three Hundred Only} Payable through cash from 11:00 Am to 3:00 PM from Monday to Friday or through A/c Payee Demand Draft / Pay Order in favour of Kolkata Port Trust payable at Kolkata.
Time Of Completion :-	1 (One) Month from the date of placement of order.

Period of sale of quotation documents:-	On any working day from 11/08/2015 to 20/08/2015 upto 12.00 P.M on application from SEE(Kol)'s office. OR From website www.kolkataporttrust.gov.in before 12.00 P.M on 20/08/2015 .
Date of submission & opening :-	21/08/2015 Submission :- upto 3.00 P.M Opening :- Shortly after 3.00 P.M

- (ii) In case a bidder submits his offer after downloading the quotation documents from Ko.P.T's website, he shall not alter/change/delete/modify any clause of the bid document down loaded from the website. If any deviation / discrepancy are found after submission of bid, the submitted offer will be rejected outright.
- (iii) **The rate quoted by the bidder / quotationer must be valid up to 01(one) month after opening of quotation.**
- (iv) The rate quoted by the quotationer should be complete in all respect and should include all duties, taxes, octroi, surcharge, transportation, loading & unloading etc.
- (v) While quoting the rate it should be noted that the quotationer should on no account overwrite the figures. Any correction necessary, should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the quotationer. If the figures are tampered with, the quotation shall be liable to be rejected.
- (vi) Any Notice / Addendum / Corrigendum / Modification to the bid document will be notified only through Notice Board and Ko.P.T website and the bidders are requested to check for the same prior to submission of their offers.
- (vii) The quotation duly filled in, totalled and signed along with the following documents shall be submitted in sealed cover superscribing the above name of work so as to reach this office within 3:00 P.M. on **21/08/2015**. The quotation will be opened shortly after 3:00 P.M, on the same day and intending bidders or their authorised representatives may attend the same. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the quotations may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same. **The notice inviting quotation shall not be extended under any situation.**
- (a) Copy of the documents in support of pre-qualification criteria as mentioned above.
(b) Copy of valid Trade Licence.
(c) Copy of VAT registration certificate.
(d) Copy of IT registration certificate / PAN card.
- (viii) Bidders shall submit the quoted document as stipulated in the "Instruction To Bidders" of this document. **Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.**
- (ix) The quotationer must return the quotation document duly filled in and signed in all pages over his office seal. The quotationer shall not impose his own terms and conditions. Such a quotation is liable for rejection at the option of the quotation inviting authority without further reference to the quotationer.
- (x) Micro and Small Enterprises firms registered with National Small Industries Corporation under single point registration scheme) shall be exempted from payment of cost of Quotation Document and depositing Earnest Money, for which copy of valid National Small Industries Corporation certificate is to be attached.
- (xi) The undersigned does not bind him to accept the lowest or any quotation or to assign any reason there for and also reserve the right to accept or reject any or all the quotations in part or whole.

Senior Executive Engineer (Kolkata)

Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.

NIQ/20/2015-16/297

दिनांक/Dated: 10/08/2015

INSTRUCTION TO QUOTATIONER

1) Submission of required documents with quotation offer :-

- (i) The bidders should furnish documents regarding experience criteria as per clause **1 of NIQ** along with the quotation offer, **failing which the offer shall be considered as non-responsive.**
 - (ii) In case a bidder is unable to submit other documents required as per clause (vii) of NIQ along with the quotation offer, the bidder should submit the same within 03(three) days from date of opening of quotation, **failing which the offer shall be considered as non-responsive.**
- 2) While quoting the rate it should be noted that the quotationer should on no account overwrite the figures. Any necessary correction should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the quotationer. If the figures are tampered with, the quotation shall be rejected.
 - 3) **Bidder shall not use 'White Ink' for correction at any place of the quotation paper.** Non-conformation to the instruction shall be treated as non-responsive and hence, may disqualify the quotation.
 - 4) The quotation shall be evaluated on **lowest offer basis.**

5) MODE OF SUBMISSION OF BID :

All bidders must submit their offers strictly in accordance with the terms and conditions set out in the quotation document and no deviation will be accepted . Any term not incorporated / submitted with Cover-I of the Quotation but incorporated / submitted with Cover-II shall be rejected outright.

Quotation documents shall be submitted in **two separate sealed envelopes.**

- (i) Envelope I shall contain (a) Cost of quotation Document in Demand Draft / Pay Order [if not already paid in cash] and (b) (in case of enlisted contractors of C E Department, a photocopy of the treasury receipt towards enhanced cost of Standing Security Deposit) Or for outsiders , the documents as asked for in the Notice Inviting Quotation including Earnest Money Deposit.
- (ii) Envelope – II will contain the quotation document duly quoted, signed, sealed & filled up by the bidder.

The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.

Both the sealed envelopes shall be superscribed with the name of work , with the Quotation No, quotationers name, Postal address and FAX / E-mail address of the quotationer and shall be submitted together within the quotation Due Date and time.

Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.

NIQ/20/2015-16/297

दिनांक/Dated: 10/08/2015

SCOPE OF THE WORK

AND

SPECIFICATIONS FOR MATERIAL.

The successful quotationer, whose offer is accepted and order placed , shall be required to provide , fit and fix wall mounted plywood racks , matching with the existing ones including supply of all materials , labour , tools , plants & equipments, consumables of approved quality as specified in the "Bill of Quantities" and as duly approved by the Engineer's representative . The work shall be carried out by ensuring quality practices followed for such type of works.

The work shall be carried out properly and if the any material is found damaged at the time of work, the same shall not be accepted. The successful quotationer shall be required to take all precautions so that no damage is caused to the Trustees properties during execution of the work.

Work Site: The work site is Finance Department at main Building of Ko.P.T Head office premises at 15, Strand Road, Kolkata – 70001. A quotationer, if he so desires, must visit the work site and its surrounding before submission of the offer so that due consideration is given to the conditions at site. No claims for any extra payment will be entertained under any circumstances after opening of the quotation on this account.

CONDITIONS OF QUOTATION

- 1) If the quotation is not submitted within due date and time, the quotation may not be considered.
- 2) Quotations (which must be in ink) as entered must include all charges, such as, Excise Duty and Sales Tax / VAT if applicable, packing, cartage, delivery charges etc.
- 3) Notwithstanding anything herein contained it is expressly agreed that the price/prices quoted in this tender is/are based on the tariff value / values and the rate / rates of Customs / Excise Duty ruling, on the opening date of tender and that if any increase in either tariff value or rates of Customs/Excise Duty shall be in force on the due date for delivery and shall effect any increase or decrease in the total amount of Customs/Excise Duty payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.
- 4) The attention of tenderers is drawn to the rule that the rate unit must not under any circumstances be altered and quotation must be entered in ink for both in figures and in words.
- 5) The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents in respect of any payment due by the Trustees against any such order.

- 6) If work is not completed within the time undertaken, the order may be cancelled without notice.
- 7) Unaccepted materials should be collected back from this office within 3 days from the due date of tender, failing which it will be deemed that they have been abandoned and will be disposed of.
- 8) Any default in the supply or failure to deliver an approved quality within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source at the risk and expenses of the supplier.
- 9) Name of the firm quoting against any particular tender should also be printed or rubber-stamped on the envelope.
- 10) All parties quoting should state clearly in bold letters the % of taxes and duties S.T., VAT, E.D. etc. that will be charged against any item as guidance at the time of placing order.
- 11) **Payment:** - Payment shall be made after execution of work through ECS . The Bills should be submitted in quadruplicate to the office of Sr. Ex. Engineer (Kol) at above referred address. Payment will be made generally within 30(thirty) days after submission of clear bill.
- 12) **Time Of Completion:** - The work must be completed within 01(one) month from the date of receipt of order.
- 13) **Earnest Money And Security Deposit :** -The Earnest Money received will be refunded or released as the case may be to the unsuccessful quotationer without any interest. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.

The Security Deposit shall be equal to 10% (ten percent) of the basic value. Balance Security Deposit shall be recovered from the bill of the successful quotationer. The Security Deposit shall be refunded without interest after the successful execution of the order and completion of defect liability period. In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.
- 14) **Defect Liability Period:-** The manufactured material shall be guaranteed against any manufacturing defect and poor workmanship for a period of 12 months from the date of finalisation. If any defect, whatsoever, develops during this guarantee period, the same will have to be rectified/ replaced (as the case may be) by the successful quotationer at their own cost.
- 15) **L. D. Clause** – ½% per week w.e.f. stipulated date of delivery subject to maximum 5% of the order value in case the work remains not completed within the stipulated completion period or any extension thereof.
- 16) Rate of S.T. / VAT in full may be stated as Ko.PT does not furnish 'C' or 'D' form.
- 17) The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court of Kolkata.

Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.

NIQ/20/2015-16/297

दिनांक/Dated: 10/08/2015

PREAMBLE TO THE BILL OF QUANTITIES

1. The Bill of Quantities must be read along with the General Conditions of Contract, the Special Conditions of Contract and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.
2. The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for quoting. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The Engineer or his Representative shall measure the measurements of each item of work jointly.

Quotation for providing, fitting and fixing wall mounted ply wood racks with side hung glass shutters for storage of files etc. at Finance Department at Head Office of Kolkata Port Trust.

NIQ No:NIQ/20/2015-16/297 dated 10/08/2015.

Sl. No	Description of Item	Quantity	Rate (` P)	Unit	Amount (` P)
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1	Providing, fitting and fixing wall mounted shelf for storage of files etc. of size 76.2 cm (Height) x 91.4 cm (Width) x 45.7 cm (Depth) made with 19 mm BWR ply as per IS 303-1989 with one middle shelf, back side covered fully with 6 mm BWR ply, front side with two side hung 5 mm thick clear float glass shutter with push lock, hinges and two decorative CI /WI bracket under the shelf for support, fitted and fixed on wall with screws etc. including covering all faces of the 19 mm ply with 1.0 mm thick laminate as per IS 2046-1995 of approved colour / design, except two bottom faces of inner shelf and painting other surfaces with primer and 2 coats of synthetic enamel paint other all complete as directed, including supply of all materials, labours, tools, plants, consumables etc. all complete.	6		Sq.Mtr. of frontal area	
				TOTAL	

Total amount in words : Rupees

Time of Completion : 01(One) Month.

Signature of the Quotationer :.....

Note:- The rate quoted shall be written both in figures and words and shall be inclusive of all taxes and duties.

The rates of taxes and duties considered shall have to be mentioned clearly below :-

Rates of taxes and duties:- _____

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF QUOTATION

NIQ No: NIQ/20/2015-16/297 dated 10/08/2015.

To
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.....
.....

I/We
of.....

having examined the site of works, read the Specifications, Conditions of Contract and Conditions of Quotation, hereby quote and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, Conditions of Contract by the Trustees and at the rates & prices set out in the annexed Bill of Quantities within **01 (One) Month** from the date of order to commence the work and in the event of our quotation being accepted. I/We hereby agree that the said Specifications, Bill of Quantities, Conditions of Contract and the Quotation, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF QUOTATION `

(Rupees in words)

I/We agree that the period for which the quotation shall remain open for acceptance shall not be less than four months.

Signature of Quotationer
(Seal of the Quotationer)

Witness:
signature _____

Name _____
(In Block Letters)

Address: _____

Occupation: _____

Name of the
Quotationer: _____

Dated: _____

Address: _____
