



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST



Civil Engineering Department / Environment Division
Gate no. 3, K.P.Docks, Kolkata - 700023

No. Civ/Env-4/6/245

Dated: 14.08.15

TENDER NOTICE

Sealed tenders are invited from resourceful, experienced and bonafide Registered Contractors of KoPT for the following work.

Name of Work: Tender for Cleaning septic tanks, inspection pits etc. at different areas of K.D.S under Environment Section jurisdiction as & when necessary for a period of one year from the date of placement of work order.

Estimated Amount: **Rs. 95,083.10**

Time of Completion: 1 (one) year from the date of placement of work order.

Earnest Money: Rs.1910.00

Tender documents will be issued to only those contractors satisfying the following eligibility criterion as mentioned below: -

Tenderer should have experience in Sanitary & Plumbing works/ civil engineering construction/ maintenance works and have successfully completed similar works during last 7(seven) years ending last day of month previous to the one in which applications are invited should be either the following: -

- 01.(a) Three similar completed works each costing not less than the amount equal to 40% of the estimated value.
- (b) Two similar completed works each costing not less than the amount equal to 50% of the estimated value.
- (c) One similar completed works each costing not less than the amount equal to 80% of the estimated value.

[**Similar works means Sanitary & Plumbing works /Civil Engineering construction / maintenance works.]

- 02 (a) All intending tenderer (at the time of tendering) shall disclose all necessary documents as to whether they are covered under ESI Act or not at the time of tendering.
 - (b) In case they are covered under ESI Act, they have to furnish the details of registration failing which their tender would be liable to be cancelled.
 - (c) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate on Non-Judicial Stamp paper of Rs. 10.00 as per enclosed proforma in ANNEXURE-"A" to that effect.

- 3 (a) The successful tenderer will be required to comply with the relevant provisions of Building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and rules framed there under.

- (b) An amount of cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.

4. The Average Annual Financial turnover of the intending Tenderer during the last 03 (three) years ending 31ST March of the previous financial Year should be at least 30% of the estimated amount put to tender.
5. In the tender documents, the attached checklist should be duly filled up by the Tenderers putting their signature in the requisite place and enclosing the relevant papers along with the tender documents. If the Tenderer fails to submit such check list duly filled up the tender would not be considered for opening the same. If contents of the checklist as furnished by the bidder turns out to be misrepresentation of facts, then such bids would be rejected even after opening the price bid with a recorded warning for the bidder. A Proforma of checklist is enclosed (Annexure –B) for attaching in tender documents
6. Tenderers are required to furnish relevant documentary evidence in original of the above ,if necessary. In case of any non-conformity of the same, the concerned tender would be liable to be rejected. Tender documents can be obtained from the office of the undersigned during office hours on any working day and up to 12-noon on **25.08.15** on payment of Rs. 300.00 only per set (non-refundable) on application in duplicate or may be downloaded from KoPT website www.kolkata_porttrust.gov.in before 12 noon on **25.08.15**.

The tenders must be submitted along with the copy of ESI Registration Certificate, Annual Return, VAT, PAN, EPF Registration Certificate, Trade Licence, and valid labour license no. (as applicable) and documentary evidence in support of prequalification criteria as mentioned above. **by 3 P.M. on 26.08.15** Tenders will be opened shortly after 3-00 P.M. on the same day in presence of tenderers or their authorised representatives who may wish to be present. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders 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. All other conditions shall remain the same.

**Senior Executive Engineer
(Environment)**



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST

Civil Engineering Department / Environment Division
Gate no. 3, K.P.Docks, Kolkata - 700023



N.I.T.No. Civ/Env-4/6/245

Dated: 14.08.2015

Messrs/Sri.....
.....

Dear Sir(s),

Re: - Tender for Cleaning septic tanks, inspection pits etc. at different areas of K.D.S under Environment Section jurisdiction as & when necessary for a period of one year from the date of placement of work order.

Sealed tenders are invited from resourceful, experienced and confide Registered Contractors of KoPT for the subject work as per following prequalification Criteria at **Percentage Above par/ At par/ Below par** of estimated cost put to tender as shown in the Bill of Quantities in accordance with this Notice InvitingTender, the General Conditions of Contract of KoPT, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for this particular contract

Pre-qualificationCriteria:

1.A) Tenderer should have experience in Sanitary & Plumbing works/ Civil Engineering construction / maintenance works and have successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which applications are invited should be any of the following:

a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender.

b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost put to tender.

c) One similar completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

B) 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.

[**Similar works means Sanitary & Plumbing works /Civil Engineering construction / maintenance works..

2. The Trustees' General Conditions of Contract for the said tender (rest of the documents like Special Conditions of Contract, Technical Specifications, Bill of Quantities etc. are attached herewith) may be inspected at this office during office hours.

3. The tenderers, who are tendering beyond their financial limit as per their class of enlistment with KoPT, as per Rules, are requested to deposit with Financial Advisor & Chief Accounts Officer of KoPT a sum of **Rs.1910.00** as Earnest Money before submission of the tender. The original receipt must be attached with the tender without which the tender may be disqualified. This amount will be refunded to the unsuccessful tenderers without any interest. In case of being successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C.

4. In case of the tenderer who has already deposited a permanent security with the KoPT as per the rules, he shall be bound by the Clauses of General Conditions of Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.

5. The tenderers (Registered Contractors of KoPT) may also submit the tender getting downloaded before 12.00 noon on **25.08.2015** from the website of KoPT. In that case the bidding party shall have to pay the amount of **Rs. 300.00 (non-refundable)** towards the cost of bid document by draft or banker's cheque drawn in favour of 'Kolkata Port Trust' at the time of submission of tender.
6. The rates quoted by the Contractor must be valid up to 4(four) months from the date of opening of the tender.
7. The rate quoted by the tenderer should be complete in all respect and should include all taxes, octroi, surcharge etc. and no extra payment, whatsoever will be entertained by the Trustees under any circumstances. The offered rate should be inclusive of all taxes & duties excluding service tax component.
8. While quoting the rate it should be noted that the tenderer 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 tenderer. If the figures are tampered with, the tender shall be rejected.
9. If there is any disparity between the quoted rate in percentage and the Tender Amount, the rate quoted in percentage shall prevail as the rate quoted by the tenderer and the Tender Amount shall be derived by adding/subtracting (as the case may be) this percentage with/from the Estimated Value put to tender. Similarly in case of disparity between the rate quoted in figures and in words, the rate quoted in words shall prevail.
10. The tender duly filled in, totalled and signed alongwith the following documents shall be submitted in sealed cover superscribed the above name of work so as to reach this office within **3-00 P.M. on 26.08.15** at Gate no. 3, K. P. Docks, P.O. Kidderpore, Kolkata – 700 023
The tender will be opened shortly after 3-00 P.M. on the same day and the intending tenderers or their authorised representatives may attend. In the event of any unforeseen circumstances such as holidays, bundhs, strikes etc. on that day, the tenders 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. All other conditions shall remain the same.
- a. Copy of the documents in support of Prequalification Criteria as mentioned in **Clause – A** above.
b. Copy of VAT Registration Certificate
c. Copy of ESI Regd. Certificate or copy of documents as mentioned in **Clause No. 22** of the Special Conditions of Contract.
d. Copy of PAN Card).
e. Copy of Trade Licence.
f. Annual Turn Over as mentioned in Clause (B).
g. Certified Copy of EPF Registration Details.
11. The intending tenderer shall intimate their EPF Registration No. failing which their tender would be liable to be cancelled.
12. All tenderers should enclose a check list duly filled up enclosing the relevant documents as per the Proforma attached with the tender documents. If the tenderer fails to submit such check list duly filled up, the tender would not be considered for opening. If contents of check list turns out to be misrepresentation of facts, then such bids would be rejected even after opening of Price bid with a recorded warning for the bidder. Proforma of Checklist (**Marked Annexure – B**) should be attached as a covering letter along with sealed envelop containing the offer.
- 13.** (a) Bidder shall not use white ink for correction at any place of the tender paper.
(b) Non-conformation to the instruction at point No. (a) shall be treated as non- responsive and hence, may disqualify the Tenderer.

The undersigned does not bind himself to accept the lowest or any tender or to assign any reason therefore and also reserve the right to accept or reject any or all the tenders in part or whole.

Enclo: - All papers as stated above.

Yours faithfully,

Senior Executive Engineer,
Environment



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
Civil Engineering Department / Environment Division
Gate no. 3, K.P.Docks, Kolkata – 700023



Name of Work: Cleaning septic tanks, inspection pits etc. at different areas of K.D.S under Environment Section jurisdiction as & when necessary for a period of one year from the date of placement of work order.

Scope of Work

- a) The work comprises for providing services for Cleaning of Septic Tanks, Inspection pits etc. & removal of chokage of underground sewer line at different areas of KDS under Environment section jurisdiction including disposal (in accordance with the attached bill of quantities) following approved sanitary process and as directed by the Engineer or his representative at site.
- b) Spoils generated out of the contractor's work shall have to be removed by the Contractor with his own labour and transport and at his own cost immediately on receipt of the instruction beyond KoPT areas and to be disposed as per Municipal/ Corporation Rules.
- c) The scope of work includes any other appurtenant work required for successful completion of the works as directed by the Engineer or his representative.

SPECIAL CONDITIONS OF CONTRACT

- 1. General :** These conditions are part of the tender documents, which must be read as a whole, the various sections being complimentary to one another and are to be taken as mutually explanatory. These conditions shall be read in conjunction with the other parts of the tender documents viz. Trustees' General Conditions of Contract, drawings, if any and other documents forming part of the Contract.

Unless otherwise mentioned the work to be provided for by the contractor shall include but not be limited to the following:

- a) Provide all materials, equipment, workmen, supervision, services, scaffolding, temporary drainage, temporary fencing and temporary lighting as required for safety and work purposes etc. for the execution of the work.
 - b) To take all the safety measures like using life jackets, helmets etc. required for such type of work and insure the labourers against any accident which may occur in the course of execution of the job, if required, at no extra cost.
 - c) To cover all office/ household furniture with tarpaulin or similar type of cover when there is any chance of damage/ spoiling during the course of the work, if required or directed, at no extra cost.
 - d) To make good any damage done to any property during execution of work at no extra cost.
- 2. Work site:** The work site shall be considered to be different areas of KDS at Kolkata under Environment section jurisdiction as and where necessary. All intending tenderers should visit the site(s) of work and acquaint themselves with exact nature, scope & site of work before quoting the rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender and at any stage during execution of the work excepting otherwise approved by Engineer or his representative.
 - 3. Working Period:** Normally the work will be carried out between 8am to 5pm on the Trustees' working days only. In case of any deviation from this, the contractor shall have to take prior permission from the Engineer or his representative. However, the tenderer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work at times. The tenderer should include in his rates the cost, if any, involved on these accounts.

- 4. Time of Completion:** The work is periodical in nature and will be completed by 1(one) year from the date of placement of work order.
- 5. Site Godown and watching:** The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost. The Trustees' will however, allow the construction of godown on the Trustees' land free of rent during execution of the work.
- 6. Forwarding of Materials :** The contractor shall have to arrange transport for forwarding any usable/ saleable materials that may be found during the process of execution of the work to the Trustees' Sales yard or any other site/ godown including labourers, transportation, loading, unloading all complete as per the direction of the Engineer-in-Charge. No separate payment will be made to the contractor on this account unless specifically mentioned in the B.O.Q.
- 7. Workmanship:** The contractor shall maintain workmanship of different items with an idea of providing a trouble-free service to the users of different facilities.
- 8. Supervision:** The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor shall solely be responsible for any defective work as a result of poor supervision.
- 9. Escalation/ variation in process:** No escalation/ variation on prices of labour as well as materials will be entertained.
- 10. Discrepancies in the contract document:** The several documents forming the contract shall be taken, as mutually explanatory of one another and in case of discrepancies Bill of Quantities shall prevail over the Specifications and Special Conditions over the General Conditions. The Engineer's decision on this matter however, shall be final and binding and the tenderers' attention is drawn to clause 4.3 of the General Conditions of Contract in this respect."
- 11. Specifications/ Codes and Standards:** All works under this contract will be executed according to the Trustees' Specification for materials and workmanship. Whenever the details are not specifically covered in the specifications, relevant provisions in the latest revision and/ or replacements of the Indian Standard Specifications (IS) or any other International Code of Practice/ CPWD specifications will be followed. The Contractor shall have to procure copies of such codes/ standards for ready reference of his own personnel as well as the Trustees' Engineers at site at his own cost and without any additional reimbursement.
- 12. Safety:** The contractor shall follow all safety precaution for prevention of injury or accidents and safeguarding human lives and property. Dock safety regulations, if applicable, shall be strictly observed and safety officers of the KoPT be accorded all facilities for inspection of the works etc. whenever so required. The contractor shall further comply with any instruction issued by the Engineer in respect of safety, which may relate to temporary or permanent works, working of tools, plants & equipments, means of access or any other aspect. The contractor shall provide all necessary first aid measures, rescue and life saving equipment, etc. in proper condition, which shall be readily available for use at all times. The contractor shall adopt all the above safety measures at his own cost.
- 13. Protection of existing services:** The contractor must pay full attention to the fact that the existing service facilities for users are not disrupted at any time due to storing of materials and spoil etc.

The contractor shall be held liable for all damage and any unauthorised interference to the existing service caused by him during execution of works. Should any damage be done to the existing services, in general the contractor shall make good the same and do any further work considered necessary by the Engineer's representative without any delay; otherwise the cost of such repairing shall be recovered from his running bill for which the Engineer's decision shall be final and binding.
- 14. Cleaning during execution and after completion:** On completion of the works the contractor shall reinstate and make good at his own expense any property or land which might have been disturbed and/ or damaged by his works. He should also clean the site as required during execution and fully clear the site after completion of all the works.

The Contractor shall forward any usable materials found during the course of construction at the work site or its vicinity to stores/ yards of KoPT, dispose off the debris beyond the Port area all at his own expenses by his own transport and labour and clean out all part of the work and leave everything clean and tidy to the entire satisfaction of the Engineer.

15. Water: Water required for drinking and other purposes and for works will have to be arranged by the tenderer at their own cost.

16. Errors in the B.O.Q.:

In case rate of particular item is printed erroneously in BOQ, the rate stated in the relevant Schedule of Rates will prevail over the rate misprinted in BOQ.

17. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970: The contractor shall be required to comply with the Minimum wages Acts 1948, Employees Liability Act, 1938, Industrial Disputes Act, 1938, industrial Dispute Act, 1940 and The Contract Labour (Regulation and Abolition) Act, 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time.

It will be the duty of the contractor to abide by the provisions of the Act. Ordinances, Rules, Regulations, Byelaws and procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay/ damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations, By-laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his subcontractor.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of Contractor to obtain necessary Labour License from the competent Authority for deploying requisite Nos. of labours in the work and submit to the Engineer-in-Charge prior to commencement of the work.

18. Compliance of ESI Act – 1948

- i) All intending tenderers at the time of tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.
- ii) In case they are covered under ESI Act, they have to furnish the details of registration, failing which their tender would be liable to be cancelled.
- iii) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate to that effect as per enclosed Proforma **Annexure – A**).
- iv) In case they are not covered under ESI Act, they must additionally indemnify KoPT against all damages and accident occurring to his labour in a Non – Judicial Stamp Paper worth Rs. 50.00. The same should be submitted by the L -1 tenderer after opening of the tender. The Proforma Indemnity Bond shall have to be collected by the L – 1 tenderer from the office of the Senior Executive Engineer, Environment after opening of the tender.
- v) The stamp paper for Affidavit & Indemnity Bond may be purchased before the date of N.I.T. but the affidavit should be sworn after the date of N.I.T. The same should be purchased in the name of the tenderer or with the name of Advocate who has signed the affidavit.

19. All intending tenderer shall have to furnish the details of **EPF Registration** failing which their tender would be liable to be cancelled.

20. Compliance of Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and other Construction Workers' Welfare Cess Act, 1996:

- a) The successful tenderer will be required to comply with the relevant provisions of Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed there under.
- b) An amount of Cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the Contractor for onward transmission of the same to the appropriate authority.

21. Income Tax: Income Tax and other Taxes as applicable will be deducted as per rule.

22. Measurement and Payment: The quantities set out in the “Bill of Quantities” are the estimated quantities of the work and they are not to be taken as the actual and correct quantities of the works to be executed by the contractor in fulfilment of his obligations under the contract. However, the contractor will be paid as per actual work executed by him and under the provision of the tender.

23. Dock permit: The Contractor will be issued permits, if required free of cost, for their men, materials, carrying, transport, equipment, etc. when they are executing work awarded by KoPT inside the prohibited areas. Such free permits will be issued to the contractors on the basis of application indicating the specific number of free permits to be required, for men, materials, carrying, transport, equipment etc. However, token charge of **Rs. 5.00** or as may be decided by the KoPT authority from time to time per person per occasion etc. will be levied for creation of new I.D. in the **Permit system**.

23. (a) Bidder shall not use white ink for correction at any place of the tender paper.

(b) Non-conformation to the instruction at point No. (a) shall be treated as non-responsive and hence, may disqualify the Tenderer.

25. As KoPT is not a Registered Body Corporate, it is not liable to pay service tax under ‘Reverse Charge Mechanism’ as per Service Tax Law. The service provider is liable to recover service tax as applicable. Reimbursement of Service Tax will be made to the Contractor by KoPT on submission of actual payment of Service Tax at full rate for the work as per the Finance Act, 1994.

However the contractor is liable to pay the Service Tax element at the applicable Govt. rate fixed by the government from time to time against L.D., damages, penalty, land rent, electricity charges, etc. & the same will be deducted from his bill when sent to the Finance Department for payment.

26. “In case, it is found that in spite of giving undertaking in the checklist, if any tenderer fails to quote and or if any particulars furnished in the checklist are found incorrect, they will also be warned. In case the same enlisted contractors repeat such mistake on second occasion, his fixed security deposit would be forfeited and he will be debarred in participating in future tenders”.

27. The tender will not be extended under any situation.



कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

Civil Engineering Department / Environment Division
Gate no. 3, K.P.Docks, Kolkata - 700023



BILL OF QUANTITIES

Name of Work: Cleaning septic tanks, inspection pits etc. at different areas of K.D.S under Environment Section jurisdiction as & when necessary for a period of one year from the date of placement of work order.

Sl. No	Description of Items	Quantity	Rate (Rs.)	Unit	Amount (Rs.)
1	Removing sludge from septic tank, soak well etc. by methor labour including disposal of the same outside the compound as directed. Within a lead of 150 metre. (a) Upto 20 users. (b) Upto 30 users. (c) Upto 50 users (d) Upto 100 users.	10 Nos. 10 Nos. 10 Nos. 3 Nos	1940.00 2133.00 2327.00 2715.00	Each Each Each Each	19400.00 21330.00 23270.00 8145.00
2.	Cleaning sewage/sludge/silt/dirty water etc. from inspection pits of size not less than 2' x 2' x 2' (inner side) including removing the pit cover, disposal of the same within a lead of 150 metres and placing the pit cover in original position without damaging the pit cover & frame , spreading bleaching powder surrounding the surfaces of the pits. The rate is inclusive of cost of bleaching powder, tools & tackles etc.	40 Nos.	442.34	Each	17693.60
3.	Removal of chokage of the underground sewer line (dia 100mm or above) with split bamboos and labour after taking out the manhole cover etc. as may be required including placement of the cover in its original position on the frame without damage to both the frame and the cover (after completion of the work) including supply of all materials, equipment etc. required for the job all complete as per direction of the Engineer-in-Charge on per-operation basis [Each operation shall consist of removal of chokage in a manner described above for a unit length of 5m or part thereof.]	50 operations	104.89	Operation	5244.50

Rs. 95,083.10

Rate offered by me/ us (Score out whichever is not applicable)

1) % above par
(in figures)

(+) Rs.

.....
(in words)

2) At par

3)% below par
(in figures)

(-) Rs.

.....
(in words)

Rs.

Total amount in words : Rupees

.....

T.R. No. & Date :

Permanent Income Tax A/C. No. :

VAT clearance certificate no. :

Date, the day of _____

Witness:

Name :

Address :

.....

.....

Tender opening Officers:

i)

ii)

THE BOARD TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER

Contract No.

The Sr. Executive Engineer, Environment,
Environment Division Office,
Gate No. 3, K.P. Docks,
Kolkata – 700023,

I/ We
of.....

having examined the sites of work, inspected the drawings and read the Specifications, General and Special conditions of Contract and conditions of tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General and Special Conditions of Contract and drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within 1(one) year from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/ We also undertake to enter into a Contract Agreement in the Form hereto, annexed with such alterations or additions thereto, which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of quantities, Drawings and Special and General Conditions of Contract and I/ We hereby agree that until such Contract Agreement is executed the said Specification, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

The total amount of tender **Rs.** (Rupees).....
.....)

I/ We require days/ months preliminary time to arrange and procure the materials required by the work from the date of acceptance of tender, before I/ We could commence the work.

I/ We have deposited with the Trustees' Financial Adviser and Chief Accounts Officer vide Receipt No. of Rs..... as Earnest Money.

I/ We agree that the period for which the tender shall remain open for acceptance shall not be less than 4 months.

.....
Signature of Tenderer

Witness:
Signature

Name
(In Block Letters)

Name of the
Tenderer:

Address
.....

Dated:

Address:

Occupation

.....

[On the Rs. 10/- (Rupees Ten) Non Judicial Stamp Paper]

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT _____

AFFIDAVIT

I _____ son of _____ aged about _____ years, by faith _____ by occupation _____, residing at _____, do hereby solemnly affirm and declare as follows:-

1. THAT I am the Proprietor / Partner of _____ having office at _____ and carrying on business on the same name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm has no valid E.S.I. Registration.

3. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the **Clause**

No. _____ of the **Tender**

No. _____ issued by the Kolkata Port Trust in respect of the work (the work is to be mentioned).

That the statements made above are all true to the best of my knowledge and belief.

Deponent

Identified by

No.:

Dated:

**The Senior Executive Engineer
Civil Engineering Department / Environment Division
Gate no. 3, K. P. Docks, P.O. Kidderpore,
Kolkata – 700 023**

Dear Sir,

Re: NIT No. Civ/Env-4/6/245

Dated: 14.08.15

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Treasury Receipt in original for Earnest Money / Bankers cheque for Earnest Money.
2. Proof of experience as per Pre-qualification criteria
3. Copy of ESI registration Certificate, if applicable

OR

4. An affidavit in original affirmed before a first class Magistrate indicating that ESI Act is not applicable on Non – Judicial Stamp paper worth Rs. 10/- as per your given proforma.
5. Copy of the VAT registration certificate
6. Copy of IT PAN Card
7. Copy of Labour Licence (if applicable)
8. Copy of Trade Licence (if applicable)
9. Copy of EPF Registration details.

Enclose: As above

Yours faithfully,

Signature of the tenderer