



**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
HDC/FD-528/T/16-17/02**



Office of the Finance Division, Jawahar Tower, 4th Floor,
P.O.: - Haldia Township, Dist. : East Midnapore-721607.
E-mail : ymanha.hdc@nic.in, Fax No. 03224-263170.

To

M/s. _____

Dear Sirs,

Subject: Tender for Physical verification of Stock of Stores materials at Haldia Dock Complex (HDC).

Sealed offers are invited on behalf of Haldia Dock Complex, Kolkata Port Trust in two part bid system from experienced bonafide Chartered Accountant/Cost Accountant Firms for conducting physical verification of Stock of Stores materials at Haldia Dock Complex (H.D.C) for consecutive three financial years as on 31-03-2016, 31-03-2017 and 31-03-2018 in accordance with attached Terms and Conditions of Tender and detailed Bill of Quantities.

Last date and time of issue of Tender paper : Up to 12:00 hours of 29-08-2016

Last date and time of submission of Tender : Up to 11:00 hours of 05-09-2016

Date and time for opening of Bid : At 12:00 hours on 05-09-2016

Cost of Tender Document : Nil

Earnest Money : Nil

Auditors Fees paid for 31-03-2015 : 1.40 lacs

Bid Document (non-transferable) to be submitted at the Address:

Office of the General Manager (Finance)I/C, Finance Division, Jawahar Tower, (4th Floor), P.O. Haldia Township, Dist. East Midnapore, West Bengal-721607.

Pre qualification criteria :

Tender Paper should be accompanied by the following documents (Self attested Photo copies).

i. The intending firm should have experience in physical verification of stock of store materials during the last 07 (seven) years ending last day of month previous to one in which applications are invited and the experience should be either of the following:

a) 03 (Three) completed physical verification of stock of store materials each costing not less than 9.60 crores

Or

b) 02 (Two) completed physical verification of stock of store materials each costing not less than 12.00 crores.

Or

c) 01 (One) completed physical verification of stock of store materials costing not less than 19.2 crores.

Copies of work order along with any of the following documents as the proof of conducting physical verification of stock of store materials i.e Proof of successful execution certificates/ payment receipted documents from the client to be submitted. Annual audited report of the company / firm conducting physical verification during any one year out of at least last three financial years.

ii. Valid Service Tax registration certificate.

iii. Valid Professional Tax Clearance Certificate/Up to date Professional Tax Payment Challan. Documentary evidence of clearance / Payment Challan valid up to 31st March of the last completed accounting year may be submitted by the bidder. However, it would be the responsibility of the firm to comply with the requirements of the concerned authority during entire tenure of the contract.

iv. No Bid will be considered without submission of above documents.

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Other Instructions:

i. Tender paper can be had from the office of the General Manager (Finance) I/C Haldia Dock Complex, Jawahar Tower (4th Floor), P.O. Haldia Township, Dist. East Midnapore, Pin-721 607. Tender paper will be issued on any working day of HDC / KoPT from 10.00 A.M. to 1.00 P.M. up to 3.00 PM. The bidder may also download Tender Papers from website of KoPT/ HDC "www.kolkataporttrust.gov.in / www.haldiadock.gov.in".

ii. Sealed Tender may be submitted either by Post or by the tenderer himself within the specified date and time of submission after which no tender shall be accepted.

iii. HDC will not be responsible in any way for postal delay. HDC / KoPT reserves the rights to reject all tenders or to accept any tender in whole or part without assigning any reason thereof.

iv. Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.

v. In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.

vi. Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.

DUE DATE OF SUBMISSION OF TENDER WILL NOT BE EXTENDED UNDER ANY SITUATION.

Other details are in the Tender Document.

Thanking you,

Yours faithfully,

Encl:

General Manager (Finance)I/C
Haldia Dock Complex

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FORM - A

DECLARATION OF TENDERER FOR DOWNLOADING THE TENDER DOCUMENT

General Manager (Finance)I/C,
Haldia Dock Complex

Tender No.

HDC/FD-528/T/2016-17/02

Name of work/Item Description:

Tender for Physical verification of Stock
of Stores materials at Haldia Dock
Complex (HDC).

Name of the Company/Firm:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Do you confirm that the hard copy of tender being
submitted is identical to the one downloaded from our web
site? In case the same is found altered / modified in any
way, your offer shall be rejected forthwith and you may be
barred from participating in future tender.

Yes / No

Strike out the portion whichever is not applicable

Date: _____

Signature of the Bidder with Office Seal

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TERMS AND CONDITIONS OF TENDER

1. SCOPE OF WORK :

Haldia Dock System is located at the confluence of River Haldi and River Hooghly at Latitude 22 degree 02 minute North and Longitude 88 degree 06 minute East, at about 130 Kms upstream from Sand heads and 104 Kms downstream of Kolkata. The port is located on national Waterway No-1; at about 45 Kms upstream from pilot age Station. The berths of Haldia Dock Complex are located inside an Impounded Dock Basin. Berths 2,3,4, 4A, 4B and 5 are on the Eastern side of the Basin while Berths 8,9,10,11,12 and 13 are on its Western side. The Northern side of the basin houses Berths 6 and 7 through a Finger Jetty.

(a) By Road:

All-weather hard top road approachable from N.H. 41 and State Highway exist right up to the area of work.

(b) By Rail:

S. E. Railway Branch Line connects Haldia with the Panskura Railway Station.

Tender for Physical verification of Stock of Stores materials of 19 (nineteen) decentralized stores located in and around Dock and Township area at Haldia Dock Complex (HDC) and reconciliation of stock of stores as 31st March 2016, 2017 & 2018 with financial accounts. Submission of stores wise statement of Stock of Stores and Audit Report along with details of obsolete items and age wise analysis.

2. GENERAL :

i. If the bidders find discrepancies or omission or have any doubt as to the meaning or intent of any part thereof, they shall write to General Manager (Finance)I/C who will send a written explanation to all bidders.

ii. The Contract will include the Client's Bid Documents and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any.

iii. The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.

iv. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.

v. Trustees mean Board of Trustees, Ko.P.T under Major Port Trust Act (MPT) governed under Ministry of Shipping (MOS).

vi. Free boarding and lodging will be provided for Audit Staffs (05 to 08 persons).

vii. Transport for movement at Haldia by officer's bus will be provided.

viii. Required stationery at free of cost will be provided.

ix. One time up and down transport charges from Kolkata to Haldia will be provided for maximum 05 persons.

x. The subject work must not be sub-contracted.

xi. The audit team will work in strict confidence and will ensure that the information in respect of the operation of the Docks is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Auditor before commencement of audit.

xii. If the progress / performance of the Audit Team is not satisfactory, the management reserve the right to terminate the appointment of the firm with prior notice of one month.

xiii. Dispute / difference if any, (related to audit) shall be mutually settled with Dy. Chairman, HDC. If the dispute could not be settled at Dy. Chairman level, it will be forwarded to Chairman for decision, which will be final and binding to all concerned.

xiv. The firm will be debarred from getting in future the physical verification, the Haldia Dock complex in any of the following cases :

a) If the firm obtains appointments on the basis of false information / false statement.

b) If the firm does not take up physical verification in terms of appointment letter.

c) If the firm does not submit physical verification report in time, complete in all respect in terms of appointment.

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3. INSTRUCTIONS FOR FILLING UP OF BIDS :

- i. The bid can only be submitted in the name of the bidder in whose name the Bid Documents were issued. The Bid Document issued to the bidder is not transferable.
- ii. Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.
- iii. The Bid Document shall be completed in all respects, free from ambiguity and shall be submitted together with requisite information and appendices. They shall be signed and sealed by the bidder on each page as a token of acceptance of terms & conditions of tender.

4. VALIDITY :

- i. The tender shall remain open for acceptance for a period of 02 (two) months from the date of opening of the same.

5. NON-RESPONSIVE BIDDER :

- i. An offer shall be considered non-responsive for the following reasons :
 - ii. Received after the date and time specified in the tender document.
 - iii. Validity of 02 (two) months from the date of opening of Bid not agreed.
 - iv. Bid documents not signed, sealed and submitted in the manner indicated in the bid documents.
 - v. Not in accordance with the tender documents.
 - v. In addition to above, a bidder may be disqualified if :-
The bidder provides misleading or false information in the statements and documents submitted.

6. PRICES :

- i. The bidder shall quote his offer as per the Bill of Quantities. The Bidder shall state clearly in bold letters the percentage of various Taxes and surcharge that will be charged extra over his quoted rates, if the same are not included in his quoted rates. The break-up should be stated in the Techno-commercial offer.
- ii. The Price(s) shall be faultless in figures and free from erasing, overwriting correction if any must be initialed by the Bidder.
- iii. Bidder shall set their quotations in firm figures and without qualification. Each figure stated should be repeated in words also. In the event of a discrepancy, the following shall be adopted for arriving at the final figures :
 - iv. When there is a difference between the rate in figures and in words, the rate which complies with the amount worked out by the bidder for the item shall be taken as correct.
 - v. When the amount of an item is not worked out by the bidder or it does not correspond with the rates written either in figures or in words then the rate quoted by the bidder in words shall be taken as correct and the value of the item shall be worked out accordingly.
 - vi. When the rate quoted by the bidder in figures and in words matches but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and the amount shall be corrected accordingly. Bids containing qualifying expressions are liable to be rejected. Corrections, if any, must be initialed by the bidder.

7. EVALUATION CRITERIA :

Lowest quoted rate for three consecutive financial years i.e 31-03-2016, 31-03-2017 & 31-03-2018 excluding Service Tax and S.B.Cess which will be paid as applicable.

8. PAYMENT :

- i. 100% of the Professional Fees with other charges will be paid within 30 days from the date of submission of store wise statement of stock of stores and Audit Report.
- ii. Company / Firm should give their Bank Account Number and Name, address of bank's branch and RTGS code in their bills to avail ECS payment.

9. JURISDICTION OF COURT :

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.

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10. COMPLETION PERIOD :

Stock verification as on 31-03-2016- 05 months from the date of assigning.

31-03-2017- 30th September 2017

31-03-2018- 30th September 2018

Date: _____

Signature of the Bidder with Office Seal

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Tender for Physical verification of Stock of Stores materials at Haldia Dock Complex (HDC).

BILL OF QUANTITIES (PRICE BID)

-: Professional Fees (Excluding Service Tax & S.B.Cess):-

31-03-2016 :

31-03-2017 :

31-03-2018 :

Total : _____

Date: _____

Signature of the Bidder with Office Seal