



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

(भारत सरकार के बंदरगाह, जहाजरानी और जलमार्ग मंत्रालय के तहत एक स्वायत्त निकाय)

(AN AUTONOMOUS BODY UNDER THE MINISTRY OF PORTS, SHIPPING
AND WATERWAYS, GOVERNMENT OF INDIA)

हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX

वित्त प्रभाग
ई-निविदा आमंत्रित करता है

FINANCE DEPARTMENT
INVITE E-TENDER

[निविदा संख्या / Tender No. HDC/FD-528/T/2024-25/02

ई-निविदा संख्या / E-Tender No. 2025_KoPT_849967_1

FOR

हल्दिया डॉक कॉम्प्लेक्स (HDC) में दिनांक 31-03-2025, 31-03-2026 और 31-03-2027 को समाप्त होने वाले तीन वित्तीय वर्षों के लिए सामग्री भंडार के स्टॉक का भौतिक सत्यापन करने हेतु चार्टर्ड एकाउंटेंट/कॉस्ट एकाउंटेंट्स फर्मों की नियुक्ति।

APPOINTMENT OF CHARTERED ACCOUNTANT/COST ACCOUNTANTS FIRMS FOR CONDUCTING PHYSICAL VERIFICATION OF STOCK OF STORES OF MATERIALS AT HALDIA DOCK COMPLEX (HDC) FOR THREE FINANCIAL YEARS AS ON 31-03-2025, 31-03-2026 AND 31-03-2027

Request for Proposal (RFP) for selection of Chartered Accountants/Cost Accountants Firm

फ़रवरी / FEBRUARY 2025

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

SCHEDULE OF TENDER (SOT)

Open Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced firms empaneled by ICAI/ICMAI with required experience for conducting physical verification of Stock of Stores Materials at Haldia Dock Complex for three consecutive Financial Years as on 31-03-2025, 31-03-2026 and 31-03-2027 as per Prequalification criteria stipulated in Tender Document.

For details of tender and any corrigendum / addendum, please visit

<https://eprocure.gov.in/eprocure/app> of **Central Public Procurement Portal, Government of India** (for view and bidding purpose).

Or

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

However, Bidder shall have to participate in bidding process through <https://eprocure.gov.in/eprocure/app> only.

a. Tender No. / E-Tender No.	[Tender No. HDC/FD-528/T/2024-25/02] E-Tender No. 2025_KoPT_849967_1
b. Mode of Tender	E-tendering System
c. Date of NIT	18.02.2025
d. Last date of receiving queries/clarifications	24.02.2025 upto 17:30 Hrs IST
e. Date of pre-proposal Conference	25.02.2025 at 16:00 Hrs IST
f. Authority response to queries	28.02.2025 upto 17:30 Hrs IST
g. Proposal due date	11.03.2025 15:00 Hrs IST
h. Opening of bid	12.03.2025 at 15:30 Hrs IST
i. Estimated Cost of Work (Excl of GST)	Rs. 6,00,000/- (Rupees Six Lakhs only)
ii) Bid Document fee	Not Applicable
iii) Earnest Money Deposit	The intending bidders should submit Bid Security of Rs. 12,000/- (Rupees Twelve Thousands only) . Mode of Payment: The Earnest Money should be paid through RTGS / NEFT directly into the designated bank account of Syama Prasad Mookerjee Port, Kolkata Haldia Dock Complex Name of Bank & Branch: Punjab National Bank, Haldia Dock Complex Branch,

	<p>Current Account No.: 1604050000310 IFS Code: PUNB0160420</p> <p>Concerned bidder should ensure that the remitting Bank positively enters their name and Tender no. in the 'Sender to Receiver' column at the time of making payment of Bid document fee by RTGS / NEFT.</p> <p>Further the details of EMD remitted should be entered by the participating vendor / contractor in the space provided in the e-tender as indicated hereunder.</p> <p>i) Name of Bidder ii) Tender No: iii) Amount remitted: iv) Date of remittance v) UTR No-</p> <p>Tender (other than of exempted category as mentioned below) received without Earnest Money would be summarily rejected</p>
j. Exemption from Payment of Earnest Money	<p>Micro & Small Enterprises (MSEs) having valid Udyog Aadhaar or UDYAM Certificate are exempted from payment of Earnest Money.</p> <p>The Bidders claiming exemption from payment of EM as MSE must submit a copy of the valid Udyog Aadhar Certificate of the current year.</p>
k. Last date of submission of EMD & Bid Document fee.	11.03.2025, 1500 hrs
l. Date of starting of online e-tender for submission of Techno-Commercial Bid & Price Bid.	05.03.2025

DATE: 18.02.2025

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

II. लघु निविदा सूचना

हल्दिया डॉक कॉम्प्लेक्स, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता में निम्नलिखित कार्य के लिए निविदा दस्तावेज़ में निर्धारित पूर्व योग्यता मानदंडों के अनुसार दो चरणों वाली दो-भाग प्रणाली (भाग I: तकनीकी-वाणिज्यिक बोली और भाग II: मूल्य बोली) के तहत खुली निविदा आमंत्रित की जाती है।

कार्य का नाम	:	31-03-2025, 31-03-2026 और 31-03-2027 तक लगातार तीन वित्तीय वर्षों के लिए हल्दिया डॉक कॉम्प्लेक्स में स्टोर सामग्री के स्टॉक का भौतिक सत्यापन करने के लिए "चार्टर्ड अकाउंटेंट / कॉस्ट अकाउंटेंट फर्मों की नियुक्ति" निविदा के संलग्न नियमों और शर्तों और मात्रा के विस्तृत बिल के अनुसार।
निविदा संख्या/ई-निविदा संख्या	:	[निविदा संख्या. HDC/FD-528/T/2024-25/02] ई-निविदा संख्या. 2025_KoPT_849967_1
पूर्व-प्रस्ताव की सम्मेलन तिथि	:	25.02.2025, 1600 घंटे तक
अनुमानित लागत (जीएसटी को छोड़कर)	:	Rs. 6,00,000/- (रुपये छह लाख मात्र)
ई-निविदा जमा करने की अंतिम तिथि	:	11.03.2025, 1500 घंटे तक

निविदा और निविदा दस्तावेजों का विवरण एसएमपीके पोर्ट वेबसाइट (<https://smporkolkata.shipping.gov.in>) और सीपीपी पोर्टल (<https://eprocure.gov.in/eprocure/app>) पर उपलब्ध है। हालाँकि, बोलीदाताओं को केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से बोली प्रक्रिया में भाग लेना होगा।

इच्छुक बोलीदाता sukdebm.hdc@kolkataporttrust.gov.in / bijiteshb.hdc@kolkataporttrust.gov.in पर संपर्क कर सकते हैं।

दिनांक: 18.02.2025

महाप्रबंधक (वित्त)
हल्दिया गोदी परिसर
श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

SHORT TENDER NOTICE

Open Tender under single stage two-part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

Name of work	:	Appointment of "Chartered Accountants / Cost Accountant Firms for conducting physical verification of Stock of Stores Materials at Haldia Dock Complex for consecutive three Financial Years as on 31-03-2025, 31-03-2026 and 31-03-2027" in accordance with the attached Terms and conditions of Tender and detailed Bill of Quantities.
Tender No./ E-Tender No	:	[Tender No. HDC/FD-528/T/2024-25/02] E-Tender No. 2025_KoPT_849967_1
Date of pre-proposal Conference		25.02.2025 at 16:00 Hrs
Place of proposal conference	:	4 th Floor, Jawahar Tower, Haldia Township. Any bidder interested to join the VC may indicate the same through the e-mail mentioned below. The link would be shown through e-mail.
Estimated Cost (Excl of GST)	:	Rs. 6,00,000/- (Rupees Six Lakhs only)
Last date of submission of e-tender	:	11.03.2025, upto 1500 hrs

Details of the Tender & Tender Documents are available in SMPK Port website (<https://smporkolkata.shipping.gov.in>) & CPP Portal (<https://eprocure.gov.in/eprocure/app>). However, bidders have to participate in bidding process through the website <https://eprocure.gov.in/eprocure/app> only.

Interested bidders may contact at sukdebm.hdc@kolkataporttrust.gov.in / bijiteshb.hdc@kolkataporttrust.gov.in .

DATE: 18.02.2025

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

NOTICE INVITING TENDER

SYAMA PRASAD MOOKERJEE PORT, KOLKATA HALDIA DOCK COMPLEX

[Tender No. HDC/FD-528/T/2024-25/02]
E-Tender No. 2025_KoPT_849967_1

APPOINTMENT OF CHARTERED ACCOUNTANT/COST ACCOUNTANTS FIRMS FOR CONDUCTING PHYSICAL VERIFICATION OF STOCK OF STORES OF MATERIALS AT HALDIA DOCK COMPLEX (HDC) FOR THREE FINANCIAL YEARS AS ON 31-03-2025, 31-03-2026 AND 31-03-2027 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TENDER AND DETAILED BILL OF QUANTITIES.

- 1.1 Open Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced agency (**firms empaneled by ICAI/ICMAI**) with required experience as per Prequalification criteria stipulated in Tender Document for Appointment of Chartered Accountant / Cost Accountant Firms for the work of “Conducting physical verification of Stores Materials at Haldia Dock Complex for three consecutive Financial Years as on 31-03-2025, 31-03-2026 and 31-03-2027 as per Prequalification criteria stipulated in Tender Document”. The estimated cost of the work is **Rs. 6 Lakhs (GST Payable Extra)**.
- 1.2 The tender document through e-procurement mode can be downloaded from SMPK’s official website and through e-procurement portal link from the date indicated in SOT.
- 1.3 The complete tender document can be downloaded from SMPK website: <https://smporkolkata.shipping.gov.in> and <https://eprocure.gov.in/eprocure/app> and to submit offer through <https://eprocure.gov.in/eprocure/app> portal on or before the due date and time of submission.
- 1.4 The EMD of **Rs. 12,000/- (Rupees Twelve Thousand only)** shall be paid as described in the Tender Document.
- 1.5 The offer (both Techno-Commercial & Price) must be valid for a minimum of **3 months** from the last date of online submission of offer;
- 1.6 The prospective Tenderer shall submit queries during **pre proposal conference (Pre-bid meeting)** if any to the below mentioned address, in connection with this tender well in advance, so that the queries can be clarified. The bidders queries will be clarified through e-procurement portal and notification in this regard will be issued through <https://eprocure.gov.in/eprocure/app>.

Email: sukdebm.hdc@kolkataporttrust.gov.in
bijiteshb.hdc@kolkataporttrust.gov.in

- 1.7 The due date of online submission of offers will be as indicated in the Schedule of Tender (SOT), unless otherwise notified. In the event of changes in the schedules, the HDC, SMPK notifies the same only through e- procurement portal link.
- 1.8 If the offers are not received according to the instructions detailed here above, they shall be liable for rejection.

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

INSTRUCTIONS FOR ONLINE BID SUBMISSION

2.1 Introduction:

- 2.1.1 Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.**
- 2.1.2 Further, bidders are requested to go through the following information and instructions available on the CPP Portal <https://eprocure.gov.in/eprocure/app> before responding to this e-tender:**
- Bidders Manual Kit
 - Help for Contractors
 - FAQ

Contact person (Haldia Dock Complex):

- (i) Shri S. Mukherjee,
Designation: Sr. Dy. Manager (Finance),
Mobile No. + 91 94340 31074
e-mail : sukdebm.hdc@kolkataporttrust.gov.in
- (ii) Shri Bijites Bhattacharya,
Designation: Asst. Manager (Finance)
Mobile No. + 91 94340 31085
e-mail : bijiteshb.hdc@kolkataporttrust.gov.in

Contact persons (CPP Portal):

- (i) Shri Nazmush
Mob: +91 95632 51950
E-mail: webhelpdesk@gmail.com
- (ii) **See CPP Portal for contact details.**

- 2.2.1** All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 2.2.2** E-tender cannot be accessed after the due date and time mentioned in NIT.
- 2.2.3** SMPK 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.
- 2.2.4** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- 2.2.5** No deviation to the technical and commercial terms & conditions are allowed.
- 2.2.6** 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.
- 2.2.7** The bid will be evaluated based on the filled-in technical & commercial formats.
- 2.2.8** 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.
- 2.2.9** (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 CPP Portal

Other Instructions related to e-Procurement:

2.3.1 All notices and correspondence with the bidder(s) shall be sent by e-mail only during the process till finalization of tender by HDC, SMPK. 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 CPPP (i.e., Service Provider). The intending bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

2.3.2 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.

2.3.3 Addenda, Corrigenda and Queries & Clarifications (with respect to the instant e-Tender), if any, would be hosted in the e-Procurement portal of CPPP.

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 CPPP 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.

2.3.4 No deviation/variation of the techno-commercial terms and conditions of the bidding documents will be considered by HDC, SMPK. 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.

2.3.5 HDC, SMPK 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.

2.3.6 Any order resulting from this open e-Tender shall be governed by the terms and conditions mentioned therein.

2.3.7 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, SMPK will form a binding contract, between HDC, SMPK and the bidder, for execution of the work. Such successful bidder shall be called hereafter the 'CONTRACTOR'.

2.3.8 The bids will be evaluated based on the filled-in Technical & Commercial formats and the requisite documents submitted (uploaded) by the bidders.

2.3.9 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, Punitive action, including suspension and banning of business, can also be taken against such defaulting bidder(s).

2.3.10 HDC, SMPK, 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.

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

- 2.4.1** 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).

PART-I

Pre-qualification criteria:

The intending firm should have experience in completing the work of 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, where value of store materials in each store not less than 5.95 crores
Or
- b) 02 (Two) completed physical verification of stock of store materials, where value of store materials in each store not less than Rs 7.43 crores.
Or
- c) 01 (One) completed physical verification of stock of store materials, with value of stores materials being not less than Rs 11.89 crores.

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

I. Essential Documents:

- i. Copies of work order and completion certificate issued by the Client;
- ii. Copy of the Balance Sheet of the Client of the relevant year for which the Stock Verification was done **OR** the Copy of Report submitted, evidencing the value of stock of stores.

II. Other Documents:

- i. Copy of enlistment of the Firm with Institute of Chartered Accountants of India/Institute of Cost & Management Accountants of India.\
- ii. Copy of PAN
- iii. Copy of valid GST registration certificate.
- iv. Copy of valid Professional Tax Clearance Certificate/Up to date Professional Tax Payment Challan.
- v. A copy of the Power of Attorney/Authority letter in favor of the signatory of the Tender. In case Bid document is signed by the Proprietor of a firm, no separate Power of Attorney would be required to be submitted.

TERMS AND CONDITIONS OF TENDER

1. SCOPE OF WORK:

The work as described in the tender shall be executed in Haldia, West Bengal and shall have to be executed in accordance with the Tender Document. The Location of the Stores may be inspected on any working day before quoting for the tender with prior appointment.

The work comprises of 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 submission of Final Stock Audit report on Physical Verification of stock of 19 stores along with Summary of store wise stock value as per Physical Verification of stores and summary of the Ledger wise stock value of different stores along with details of obsolete items and age wise analysis and reconciliation statement of stock of stores with financial accounts for consecutive three financial. (Years as on 31-03-2025, 31-03-2026 and 31-03- 2027).

The Auditor is required to submit a copy of draft Audit Report (soft copy) [in excel & PDF Format] of the observation of HDC, SMPK against each of three years. Subsequent to sending the draft report, a presentation on the salient features of the report may also have to be given by the Auditor before the concerned officers of Finance and Other Departments at Haldia.

The Final report may be submitted by the Auditor duly considering the observations of the Departments concerned.

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 Sr. Deputy Manager (Finance) 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. HDC, SMPK is 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. Free boarding and lodging for the Audit Staffs (Maximum eight) in the Guest House for five weeks per year of assignment would be provided. Facility of canteen food for the Audit Staffs (maximum eight) for five weeks per year of assignment would also be provided. However, in case extra time is required due to any reason attributable to SMPK, HDC, the Free boarding and Lodging for the said period shall be allowed.

vi. One time up and down transport charges from Kolkata to Haldia per year of Audit assignment and one time up & down transport from Kolkata to Haldia per Year for giving presentation would

be provided. In case the Auditors are advised to come to Haldia for some discussion on the report subsequently, Up & down transport from Kolkata to Haldia shall be provided by SMPK, HDC for the same also.

vii. Free conveyance at Haldia only for to and fro movement between the Guest House and place of Work to attend duty and coming back as well as inter-store movement would be provided by HDC. In case of due to any reason such transport cannot be arranged by HDC, the Auditors may, with prior approval of General Manager (Finance), hire vehicles for such movement, the cost of which would be reimbursed upto a maximum limit of Rs 1500.00 per day.

viii. Reimbursement of the cost of Stationery would not be provided separately, the firm should include the said cost in the Quoted rate.

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

x. 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. 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.

3. INSTRUCTIONS FOR FILLING UP OF BIDS :

i. 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.

ii. 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 03 (three) months from the date of opening of the same.

5. NON-RESPONSIVE BIDDER:

An offer shall be considered non-responsive for the following reasons :

- i. Received after the date and time specified in the tender document.
- ii. Validity of 03 (three) months from the date of opening of Bid not agreed.
- iii. Bid documents not signed, sealed and submitted in the manner indicated in the bid documents.
- iv. Price offer is not quoted for all the years.
- v. The offer is not in accordance with the tender documents.
- vi. In addition to above, a bidder may be disqualified if :-

The bidder provides, misleading or false information in the statements and documents submitted or make any change/alternation in the Tender Document while submitting the bid.

6. PRICES:

i. The bidder shall quote his offer as per the Bill of Quantities. The Bidder shall state clearly the percentage of various taxes and surcharge (GST) that will be charged extra over his quoted rates.

However, GST will be paid as per law time being in force.

ii. 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.

7. EVALUATION CRITERIA:

Evaluation will be made on overall Combined Quality cum Cost based Selection (CQCCBS) as mentioned in Annexure D, E & F. In case of CQCCBS, selection is based on combined score obtained by a bidder in technical bid as well as financial bid. The combined score is calculated by weighing the technical and financial scores and adding them as per formula and instruction given in Annexure-'F'. The bidder achieving the highest combined score will be selected.

8. PAYMENT :

i. 100% of the Professional Fees would be paid within 30 days from the date of submission of Final Stock Audit report on Physical Verification of stock of all the stores along with Summary of Store wise Stock Value as per Physical Verification of stores and Summary of the Ledger wise Stock value of different Stores along with details of obsolete items and age wise analysis and reconciliation statement of stock of stores with financial accounts for each year.

ii. TDS as per law time being in force shall be made from the payments.

iii. The payment will be made directly to the designated Bank Account of the Auditor. The Auditor 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.

10. COMPLETION PERIOD AND SUBMISSION OF AUDIT REPORT :

The Final report for Stock verification pertaining to FY 2024-2025 should be submitted within 15TH May, 2025 and the same shall also be made available in soft copy format like MS Excel & MS Word.

The Final report for Stock verification pertaining to FY 2025-2026 should be submitted within 15TH May, 2026 and the same shall also be made available in soft copy format like MS Excel & MS Word.

The Final report for Stock verification pertaining to FY 2026-2027 should be submitted within 15TH May, 2027 and the same shall also be made available in soft copy format like MS Excel & MS Word.

11. DELAY & LIQUIDATED DAMAGE :

In case the Final report for any year is not submitted in time as per schedule indicated in Clause-10 above for reasons attributable to the Auditor Liquidated Damage @ 0.5% per week or part thereof of the basic value of the accepted Fee for the year concerned shall be recovered, subject to a maximum of 10% of the basic audit fee for the year. However, no damage would be recovered if the delay is not attributable to the Auditors. The decision of General manager (Finance) will be final and binding in this matter.

12. COMMUNICATION & LANGUAGE:

The report shall be submitted in English and mode of communication shall also be in English.

However, it may be noted that a number of personnel manning the stores may not be conversant in any other language other than Bengali. Therefore, to avoid any communication problem in the work, **at least one auditor engaged in the work during the period of audit of stores should be well versed in Bengali language.**

13. EXEMPTION OF EMD & COST OF TENDER DOCUMENT:

Micro & Small Enterprises (MSEs) having valid Udyog Aadhaar or UDYAM Certificate are exempted from payment of Earnest Money.

14. GENERAL CONDITIONS OF CONTRACT

In case of any points which is not covered in the tender shall be governed by the GENERAL CONDITIONS OF CONTRACT (<https://smp.smporkolkata.in/smpk/wp-content/uploads/2018/03/48559384.pdf>).

ANNEXURE-A

Particulars of Cost of Earnest Money Deposit

[TO BE UPLOADED WITH TECHNO-COMMERCIAL BID]

EARNEST MONEY DEPOSIT:

Detail Particulars of deposit of Amount by RTGS or NEFT Paid directly into the designated bank of SMPK, HDC

- i) Name of Bidder
- ii) Tender No:
- iii) Amount remitted:
- iv) Date of remittance
- v) UTR No-

ANNEXURE-B

(CHECK-LIST FOR DOCUMENTS TO BE UPLOADED IN PART-I)

Scanned copy of the following documents is to be uploaded:-

- (i)** Valid Trade License.
- (ii)** Registration certificate of the Firm.
- (iii)** Latest partnership deed.
- (iv)** Valid Professional Clearance Certificate / Up to date tax payment challan.
- (v)** Credentials in the form of copies of Letters of award of works and Completion certificate issued by Client
- (vi)** Copy of Balance sheet of the client for which the Stock Verification has been done OR the copy of report submitted, evidencing the value of stock of stores as stated in the Pre Qualification criteria.
- (vii)** GSTIN Registration Certificate.
- (viii)** Balance sheet and Profit and Loss account / Trading account for the last 01 (one) financial year (i.e. 2023-24). The same should be audited as per relevant norms wherever required.
- (ix)** PAN Card.
- (x)** Filled up copy of Annexure – A stating the EMD.
- (xi)** Self-declaration of the bidder that the Bidding Firm has not been debarred/ de-listed by any Govt./Quasi Govt./Public Sector Undertaking in India- Annexure-‘G’.
- (xii)** Self-declaration as per Annexure-‘F’.
- (xiii)** Undertaking of the tenderer to be submitted as per enclosed Pro-Forma in Annexure-‘I’.
- (xiv)** Tender shall be signed by the bidder or a person, duly authorized to sign on behalf of the bidder. Notarised Power of Attorney on non-judicial stamp paper accompanying the offer shall indicate such authorization which should be uploaded with Techno commercial bid.
- (xv)** Bidder information - Annexure C.
- (xvi)** ECS form as per Annexure-‘H’.

ANNEXURE-C

Bidder Information

SL. NO.	PARTICULARS	DETAILS TO BE GIVEN BY BIDDER
1	Name of the firm	
2	Firm registration No.	
3	Registration Date	
4	No. of years of firm experience (cut-off date is 31.03.2024) [only completion year would be considered]	
5	Firm's PAN (upload copy)	
6	Firm's GST registration No. (upload copy)	
7	Complete Office Address	
8	E-Mail ID of the Firm	
9	The name contact number & email ID of the Partner who shall issue the Stock Verification Report	
10	Manpower Details (Like No. of C.A., Paid Up Staff and interns etc)	

Annexure – D

Selection Criteria for Evaluation of Techno Commercial Bids of Audit firms for undertaking Stores Audit at HDC will be as follows:

Sl. No.	Particular	Points per criteria	Max. Points	Supporting documents to be signed
1.	No. of years of firm experience (minimum 5 years)	<ul style="list-style-type: none">• 5-10 years-5 points• Above 10-15years-10 points• More than 15 years-15 points	15	Copy of certificate of registration issued by ICAI/ICMAI (CMA)
2.	No. of Partners	2 points for FCA/FCMA partner and 1 point for ACA/ACMA partner	5	Latest Partnership Deed and Membership Certificate
3.	No. of qualified employee [other than partners] (ACA/ ACMA)	1 point per employee	5	Self-Declaration of firm profile
4.	Experience of Stores Audit Assignment in PSEs/ non PSE Company Listed at BSE/NSE having minimum annual turn-over of Rs.500 crores in preceding five years (No. of Assignments). Note: in case of multiyear assignments each year would be considered separately.	5 points per assignment	25	Appointment Letter issued by PSEs/ concerned company
5.	Experience of Stores Audit assignment in Major Port during preceding five FYs. (No. of assignments) Note: in case of multiyear assignments each year would be considered separately.	10 points per assignment	40	Appointment Letter issued by concerned Major Port Authority.

6.	Professional Receipt in 23-24 of the firm (Minimum 5 lakh)	<ul style="list-style-type: none"> • Rs.5 lakh- Less than 10 lakh-2 points • Rs.10 lakh Less than 20 lakh-4 points • Rs.20 lakh and above-5 points 	5	Statement of Audited Profit & Loss signed by the Member stating Membership No. of such firm.
7.	Offices /Branch Office situated in	Kolkata/Haldia- 5 Other Cities- Nil	5	Office/ Branch Postal Address in full certified by member with
	Total Points		100	

ANNEXURE - E

Details of the firm for Techno-Commercial Evaluation

1. **Years of experience**

Date of incorporation of the firm:

Note: Enclose copy of Registration Certificate

2. **Details of qualified full-time Employees of firm**

No.	Name of the Partner	Qualification	Registration No.

Note: Enclosed separate sheet, if require, with signature of the bidder.

3. **Details of the full-time qualified Employees of the firm (other than partners)**

No.	Name of the Employee	Qualification	Registration No.

Note: Enclosed separate sheet, if require, with signature of the bidder.

4. **Experience of Store Audit done by the firm during last 7 years ending on 31st January, 2025**

Sl. No.	Name of the company/ Major Port for which the Audit was done with CIN in case of company	Category of the company [PSU/Non-PSU/ Major Port]	Minimum annual turnover of the company in last five years	Store Audit done for the year. [Mention the Financial Year for which the store Audit has been done]

Note: Enclosed separate sheet, if require, with signature of the bidder.

5. **Professional receipt of the firm during 2023-2024**

Professional receipt of the firm during 2023-2024: Rs.

Please enclose a copy of audited PL Account/ Balance Sheet of the firm for 2023-2024

6. **Office/Branch office at Kolkata**

Office/Branch office/Address at Kolkata (Full Postal Address of the office with contact Number)

For and on behalf of the Bidder

Signature of the Partner with seal of the firm

Date:

COMBINED QUALITY AND COST EVALUATION

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100.

The formula for calculating the **financial scores (Sf)** of all other Proposals is determined as follows:

$$Sf = 100 \times Fm / F, \text{ Where,}$$

“Sf” is the financial score of the proposal under consideration;

“Fm” is the quoted price of the lowest evaluated Financial Proposal; and

“F” the quoted price of the proposal under consideration.

The **technical score (St)** for each responsive proposal will be as calculated by evaluation committee as per selection criteria (point allocation) as given in **ANNEXURE -D**

The **weightage** given to the Technical (T) and Financial (P) Proposals are:

$$T = 70\% \text{ and } P = 30\%$$

Proposals will be ranked according to their **total (combined technical and financial) scores (S)** using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal) as following:

$$\mathbf{S = St \times T + Sf \times P.}$$

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD,
SIGNED, SCANNED AND UPLOADED]
FORM OF DECLARATION**

**M/s. -----(Name of
the Bidder)** having its Registered office at -----
----- (hereinafter referred to as `the Bidder') having carefully studied all
the Bid documents relating to the "Conducting physical verification of Stocks of
Stores for three consecutive Financial Years as on 31-03-2025, 31-03-2026 and
31-03-2027 " (Name of the Work), the local and site conditions and having
undertaken to execute the said works,

DO HEREBY DECLARE THAT:

- 1.** The Bidder is familiar with all the requirements of the Contract.
- 2.** The Bidder has not been influenced by any statement or promise of any person of the Client but only the Contract Documents.
- 3.** The Bidder has unequivocally accepted all the terms and conditions of the tender documents.
- 4.** The Bidder is financially solvent.
- 5.** The Bidder is experienced and competent to perform the Contract to the satisfaction of Client.
- 6.** The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipalities, District, State and Central Government of India that may affect the work, its performance or personnel employed therein.
- 7.** The Bidder undertakes to abide by all labour welfare legislations.
- 8.** The statement submitted by the Bidder is true and correct.
- 9.** The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.

For and on behalf of the Bidder

Signature of Partner with Seal of the firm

Date:

Annexure-H

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]**

**Declaration of Ineligibility
(By the Bidder)**

I/ We, M/s (Name of bidder)
hereby certify that I/we have not been banned/de-listed/de-barred from business by
any PSU/Govt. Department during last 03 (three) years.

For and on behalf of the Bidder

Signature of Partner with Seal of the firm

Date:

ECS –FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) (PAYMENT TO BIDDER THROUGH CREDIT CLEARING MECHANISM)

1. BIDDER'S NAME : _____

Address : _____

Phone/Mobile No. : _____

2. PARTICULARS OF BANK ACCOUNT OF BIDDER:

A. BANK NAME :

B. BRANCH NAME :

Address :

C. IFSC no of Bank : _____
(For payments through RTGS):

D. ACCOUNT TYPE
(S/B Account/
Current Account
or
Cash Credit with Code _____
10/11/13):

E. ACCOUNT NUMBER
(As appearing on the _____
Cheque Book) :

Annexure-J

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]**

Undertaking to be submitted in lieu of uploading/submitting signed copy of full tender document.

Ref. No.....

Dated:

**The General Manager (Finance)
Syama Prasad Mookerjee Port, Kolkata
Haldia Dock Complex
Pin – 721607**

Dear Sir,

1. We,(Name of Tenderer) have 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. We accept all terms & conditions of the tender.
2. We are submitting this undertaking in lieu of submission of signed copy of the full tender documents, GCC, Corrigendum and Addenda.

Yours faithfully,

Name:.....

Designation:

Date:

Seal of the Tenderer.....

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

PART – II

BILL OF QUANTITIES (PRICE BID)

-: Professional Fees (Excluding GST):-

Valuation of Stores as on 31-03-2025 : Rs.

Valuation of Stores as on 31-03-2026 : Rs.

Valuation of Stores as on 31-03-2027 : Rs.

**TOTAL FEES FOR THREE YEARS Rs.
[WITHOUT GST] :**

**In
words :**.....
.

Note : The price quoted shall be all inclusive (excluding GST). GST will be payable extra as per rates time being in force against submission of GST compliant Invoice.

Date : _____

Signature of the Bidder with Office Seal