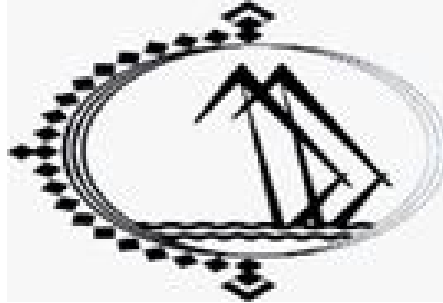


DEENDAYAL PORT AUTHORITY



TENDER DOCUMENTS FOR

**"TWO YEARS CONTRACT FOR SUPPLYING OF  
DRINKING WATER BOTTLES OF 20 LITRES CAPACITY  
TO VARIOUS ISOLATED/SCATTERED LOCATIONS IN  
PORT AREA AT KANDLA. "**

**Executive Engineer  
HARBOUR DIVISION,  
Deendayal Port Authority,  
Nirman Bhavan, 1<sup>st</sup> Floor,  
New Kandla – 370 210.  
Kutch District.  
Gujarat State  
INDIA  
Telephone : (O) 270429  
Fax No. 02836-270429**

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## VOLUME – I (TECHNICAL BID)

Name of work: Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla.

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DEENDAYAL PORT AUTHORITY

NOTICE INVITING ON LINE TENDER

Details about tender:

<b>Department Name</b>	: Civil Engineering Department
<b>Circle/ Division</b>	: Harbour Division, Nirman Bhavan, New Kandla- (Kutch)-370210.
<b>Tender Notice No.</b>	: <b>HD – 13/23</b>
<b>Name of Work</b>	: Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla.
<b>Estimated Contract Value (INR)</b>	: Rs. 23,67,511.00
<b>Period of Completion (in Months)</b>	: 24 Months
<b>Bidding Type</b>	: Open
<b>Bid Call (Nos.)</b>	: One
<b>Tender Currency Type</b>	: Single
<b>Tender Currency Settings</b>	: Indian Rupee (INR)
<b>Qualifying Criteria</b>	<ol style="list-style-type: none"><li>1. Average annual financial turnover during the last three years ending 31st March 2023, should be at least Rs.7.10 lakhs.</li><li>2. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :<ol style="list-style-type: none"><li>i. Three similar completed works each costing not less than Rs. 9.47 Lakhs.</li><li>ii. Two similar completed works each costing not less than Rs.11.84 Lakhs.</li><li>iii. One similar completed works each costing not less than Rs.18.94 Lakhs.</li></ol></li><li>3. Similar Works” means, experience of supply of Mineral water OR shall have the Distributorship / ownership of Industrial R.O.Plant or Experience of any kind of civil work”. The contractor who have registered with DPT in B2 class in all Category and above does not need to submit any documents except hard copy of tender documents duly stamped and signed, valid registration certificate issued by DPA and Notarized copy of valid FSSAI License issued by Govt. of Gujarat.</li><li>4. If tenderer/bidder completed the works in private organization as stipulated in Minimum qualification Criteria (work experience) shall be considered only if TDS certificates with respect to referred work issued by Competent Authority needs to be enclosed by the tenderer along with the offer.</li></ol>
<b>Joint Venture</b>	: Not Allowed
<b>Rebate</b>	: Applicable

Bid Document Fee : : Rs. 590.00 (Including 18% GST)  
 Bid Document Fee Payable To: : FA & CAO, Deendayal Port Authority, Gandhidham  
 Bid Security/ EMD (INR) : : Rs. 23,675.00  
 Bid Security/ EMD (INR) In Favour Of : : FA & CAO, Deendayal Port Authority, Gandhidham  
 Bid Document Downloading Start Date : : Date \_\_\_\_\_ Time \_\_\_\_\_ Hrs  
 Bid Document Downloading End Date : : Date 14/09/2023 Time 12:00 Hrs  
 Date & Place of Pre Bid Meeting : : Not Applicable  
 Receipt of Bids : : Date 14/09/2023 Time 12:00 Hrs  
 Bid Validity Period : : 120 Days  
 Condition : : Payment towards E.M.D. & tender fee shall be submitted through digital mode in the account of Port as mentioned below:

Account no :- 2177002100004628  
 IFSC Code :- PUNB0217700  
 Punjab National Bank, Kandla Branch

and Receipts of Same as a proof towards payment shall be submitted in electronic form through on line (by scanning) while uploading the bid. This submission shall mean that E.M.D. & tender fee are received. Accordingly offer of those shall be opened whose E.M.D & tender fee is received electronically. However, for the purpose of realization bidder shall send the same in original to Superintending Engineer (Harbour) at the time of tender opening or send the same through R.P.A.D. so as to reach to Executive Engineer (Harbour), Harbour Division, Nirman Bhavan, New Kandla within 7 days from the date of opening.

**In case of Micro and Small Enterprises (MSEs) holding valid certificate issued by any agencies/ organization under The Ministry of Micro, Small and Medium Enterprises indicating the list of activity related to the subject tender as per National Industrial classification-2008 shall become eligible for exemption from payment of Tender Fee/EMD. Such bidder shall upload the scanned copy of valid certificate in preliminary bid stage. (Check Section-2 Clause no. 9A for list of activities)**

Remarks : : Submission of E.M.D. & Tender Fee and other Documents during office hours: On date 14/09/2023 to 20/09/2023 by R.P.A.D Speed post/Courier in the chamber of Superintending Engineer (Harbour), Harbour Division, Nirman Bhavan, New Kandla (Kutch)-370210. Phone: 02836- 270325.

For further details and general enquiries prospective bidders may contact Shri M.R. Makhijani, Executive Engineer(Harbour), Harbour Division, Nirman Building, New Kandla- (Kutch). Phone no. 02836-

270325 during working hours before the last date and time of submission of tender document.

Bid Opening	: Technical Bid shall be opened on 14/09/2023. Date of opening of price bid shall be notified after scrutiny & evaluation of Technical Bid.
Documents required to be submitted by scanning through online	<ul style="list-style-type: none"><li>a. Documents in support of fulfilling qualifying criteria as indicated above.</li><li>b. Receipt of Digital payment as Proof of Payment for EMD</li><li>c. Receipt of Digital payment as Proof of Payment for Tender fee</li><li>d. As indicated in clause 1.6 of section 2 – General Instructions.</li></ul>
Officer- Inviting Bids	: Executive Engineer(Harbour), Harbour Division, Nirman Bhavan, New Kandla, Kutch 370210.
Bid Opening Authority	: Executive Engineer(Harbour
Address	: Harbour Division, Nirman Bhavan, New Kandla (Kutch)-370210.
Contact Details	: 02836- 270325

**Note :**

In case bidders need any clarifications or if training is required to participate in online tenders, they can contact (n)Procure Support team at following address:-

(n)code Solutions – A division of GNFC Ltd.,  
(n)Procure Cell,  
403, GNFC Infotower, S.G. Road,  
Bodakdev, Ahmedabad – 380054 (Gujarat).

**Contact Details :**

Airtel : +91-79-40007501, 40007512, 40007516, 40007517, 40007525  
BSNL : +91-79-2684511, 26854512, 26854513 (EXT: 501, 512, 516, 517, 525)  
Reliance : +91-79-30181689  
Fax : +91-79-26857321, 40007533  
E-mail : [nprocure@gnvfc.net](mailto:nprocure@gnvfc.net)  
TOLL FREE NUMBER : 1-800-233-1010 (EXT: 501, 512, 516, 517, 525)

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR E-TENDERING FORMING PART OF  
NIT AND TO BE POSTED ON WEBSITE**

1. Information and instructions for Contractors will form part of NIT and to be uploaded on website.
2. The intending bidder must have class-III digital signature to submit the bid.
3. The Bid Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the bid can only be submitted after uploading the mandatory scanned documents such as Receipt of Digital payment towards cost of bid document, and EMD by the all the bidder including those who registered with DPA.
4. Bidders may modify or withdraw their bids before last date and time of submission of bid as notified.
5. While submitting the modified bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
7. Contractor can upload documents in the form of JPG format and PDF format.
8. It is mandatory to upload scanned copies of all the documents including GST registration / PAN as stipulated in the bid document. If such document is not uploaded his bid will become invalid and cost of bid document shall not be refunded.
9. If the contractor is found ineligible after opening of bids, his bid shall become invalid and cost of bid document shall not be refunded.
10. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the contractor the bid shall become invalid and cost of bid document shall not be refunded.
11. Certificate of Financial Turn Over: At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning Financial Turnover of last 3 (three) years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
12. Contractor must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
13. The Draft information and instructions to Contractors may be modified suitably by NIT approving authority as per requirement.
14. All the mandatory document required/prescribed for pre-qualification have to be enclosed by the bidder failing which his offer shall be rejected and treated as non- responsive. However, additional documents required if any for verification of the original documents shall be submitted by the bidder if required by DPA.

List of Documents to be scanned and uploaded within the period of bid submission:

- I. Receipt of Digital payment as Proof of Payment for EMD
- II. Receipt of Digital payment as Proof of Payment for Tender Fee

**Bid Document.**

- III. Certificates of Work Experience of successfully completed works issued by the client.
- IV. Certificate of Financial Turnover from CA.
- V. Any other Document as specified in the press notice.
- VI. Affidavit as per provisions of NIT.
- VII. Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- VIII. Notarized copy of valid FSSAI License issued by Govt. of Gujarat

**Deendayal Port Authority**

## **SECTION - 2**

# **GENERAL INSTRUCTIONS**

## GENERAL

### 1. **Scope of bid**

- 1.1 The Superintending Engineer (Harbour), Deendayal Port Authority, invites bids by E-Tendering for the works " **Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla.** " detailed in the table given in NIT. The bidders may submit on-line bids for the work detailed in the table given in NIT.
- 1.2 The successful bidder will be expected to complete the works by the intended completion date specified in the contract data.

### 2. **Eligible bidders**

- 2.1 The invitation for bids is open to all eligible bidders meeting the eligibility criteria as defined clause no.4 and 4.3.
- 2.2 All bidders shall provide details of qualification, forms of bid and a statement that bidder is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the project manager for the contract. A firm that has been engaged by the employer to provide consulting services for the preparation or supervision of the works, and any of its affiliates, shall not be eligible to bid.
- 2.3 Government-owned enterprises may only participate if they are legally and financially autonomous, operate under commercial law and are not a dependent agency of the employer subject to fulfillment of minimum qualifying criteria.
- 2.4 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the employer in accordance with clause 23.

### 3. **One Bid per Bidder**

- 3.1 Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

### 4. **Eligibility Criteria**

- 4.1 Experience on similar works executed during the last seven years; and details like monetary value, clients, proof of satisfactory completion.
- a. Documentary evidence of adequate financial standing and proof from client for satisfactory completion of works
  - b. Equipment requirement/schedule. . **(Not Applicable, please refer Section-6)**
  - c. Managerial / Manpower requirement. **(Not Applicable, please refer Section-6)**
  - d. Project planning and quality control procedure to be adopted. **(Not Applicable, please refer Section-6)**
  - e. Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or black listing, if any.
  - f. Trained & certified workmen proposed to be employed at the work site of the project. The contractor must undertake to employ of certified worker to the extent of 20% of total strength. Valid certificates by a recognized university, technical board, or ministry of government of India would only be taken cognizance of. **(Not Applicable, please refer Section-6)**
- 4.2
- (a) If the employer has not undertaken pre-qualification of potential bidders, all bidders shall include the following information and documents with their bids.
  - (b) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.



- (c) Total monetary value of construction work performed for each of the last five years.
- (d) Experience in works of a similar nature and size for each of the last five years, and details of works underway or contractually committed; and employers who may be contacted for further information on those contracts.
- (e) Major items of construction equipment proposed to carry out of the contract. **(Not Applicable, please refer Section-6)**
- (f) Qualifications and experience of key site management and technical personal proposed for the contract. **(Not Applicable, please refer Section-6)**
- (g) Reports on the financial standing of the bidder, such as profit and loss statements and auditor's reports for the past five years;
- (h) Evidence of adequacy of working capital for this contract (access to lines of credit and availability of other financial resources)
- (i) Authority to seek references from the bidder's bankers.
- (j) Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned, and disputed amount.
- (k) Proposals for subcontracting components of the works amounting to more than 10 percent of the bid price( for each, the qualifications should be annexed );and **(Not Applicable, please refer Section-6)**
- (l) The proposed methodology and program of construction, backed with equipment planning and deployment, duly supported with broad calculations and quality control procedures proposed to be adopted, justifying their capacity of execution and completion of the work as per technical specifications within the stipulated period of completion as per milestones (for all contracts over Rs.10M) **(Not Applicable, please refer Section-6)**

4.3 To qualify for award of the contract, bidders are advised to note the minimum qualification criteria specified below.

- (i) Average annual financial turnover during the last three years ending 31st March 2023, should be at least Rs.7.10 lakhs.
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
  - a) Three similar completed works, each costing not less than Rs.9.47 lakhs.
  - b) Two similar completed works, each costing not less than Rs. 11.84 lakhs.
  - c) One similar completed work, each costing not less than Rs. 18.94 lakhs.

iii) "Similar Works" means, experience of supply of Mineral water OR shall have the Distributorship / ownership of Industrial R.O.Plant or Experience of any kind of civil work". The contractor who have registered with DPT in B2 class in all Category and above does not need to submit any documents except hard copy of tender documents duly stamped and signed, valid registration certificate issued by DPA and Notarized copy of valid FSSAI License issued by Govt. of Gujarat.

If tenderer/bidder completed the works in private organization as stipulated in Minimum qualification Criteria (work experience) shall be considered only if CA certifying value of work done with TDS certificates (where applicable) / Bank statement will be required with respect to referred work is issued by Competent Authority needs to be enclosed by the tenderer along with the offer.

Note: Figures to be computed and indicated in the individual projects.

- 4.4 To qualify for a package of contracts made up of this and other contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual contracts. **(Not Applicable, please refer Section-6)**
- 4.5 Sub-contractors' experience and resources shall not be taken into account in determining the bidder's compliance with the qualifying criteria except to the extent stated in 4.4 above. **(Not Applicable, please refer Section-6)**

- 4.6 Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
  - Record or poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc., and/or

5. **Cost of Bidding**

- 5.1 The bidder shall bear all costs associated with preparation and submission of his bid, and the Employers will in no case be responsible and liable for those costs.

6. **Site Visit**

- 6.1 The bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidders' own expense.

7. **Bidding Documents**

**Content of Bidding Documents**

- 7.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with Clause 10:

Section No.	Description	No. of Pages
1	Notice Inviting Tender	1 to 3
2	General Instructions	1 to 7
3	General rules and Directions for the Guidance of contractor	1 to 4
4	Forms to be filled and submitted with Tender documents by Contractor. <ul style="list-style-type: none"> <li>• Contractor's bid</li> <li>• Prequalification of Bidders</li> <li>• Specimen format for declaration</li> <li>• Specimen letter of Authority for submission of Bid</li> <li>• Exceptions and Deviations</li> <li>• Format for Extension</li> </ul>	1 to 12
5	Conditions of contract (General)	1 to 64
6	Special conditions & specifications	
7	Form of Bank Guarantee	1-2
8	Form of Agreement	1-2
9	Bill of Quantity	1-2

- 7.2 The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms, technical specifications, bill of quantities, forms, drawings, annexure in the bid document. Failure to comply with the requirements of the bid document shall be at the bidder's own risk. Pursuant to clause 26 hereof, bids which are not substantially responsive to the requirements of the bid documents shall be rejected.

#### 7.4 Amendment of Bidding Documents

- 7.4.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by using addenda.
- 7.4.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by Email to all the purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by Email to the Employer.
- 7.4.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids, in accordance with Sub-Clause 10.2 below.

#### 8. Preparation of Bids Instructions to Bidders

Tenders in e-tendering system are invited for the work of **"Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla."** The contract documents consisting of instructions for tendering, form of tender, form of agreement, conditions of contract, specifications of works, schedule for items of work and tender drawing can be viewed and downloaded from website <https://DPA.nprocure.com> <http://www.eprocure.com> and <http://www.Deendayalport.gov.in> till the last date & time of downloading indicated in notice inviting tender.

#### 9. Bid Security (Earnest Money Deposit - EMD)

- A. Earnest money Deposit (EMD) should be 1 % of the estimated cost of work and maximum amount of earnest money should be Rs. 50.00 lakhs. In case of Micro and Small Enterprises (MSEs) holding valid certificate issued by any agencies/ organization under The Ministry of Micro, Small and Medium Enterprises indicating the list of activity related to the subject tender as per National Industrial Classification-2008 mentioned in the table below only shall become eligible for exemption from payment of Tender Fee/EMD. Such bidder shall upload the scanned copy of valid certificate in preliminary bid.

#### *List of activity related to the subject tender as per National Industrial Classification-2008 for exemption of tender fee and EMD are listed below*

<i>Section E</i>	<i>Water supply; sewerage, waste management and remediation activities</i>
<i>Division 38</i>	<i>Waste collection, treatment and disposal activities; materials recovery</i>
<i>Group 381</i>	<i>Waste collection</i>
<i>Class 3811</i>	<i>Collection of non-hazardous waste</i>
<i>SECTION N</i>	<i>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</i>
<i>Division 81</i>	<i>Services to buildings and landscape activities</i>
<i>Group 811</i>	<i>Combined facilities support activities</i>
<i>Class 8110</i>	<i>Combined facilities support activities</i>
<i>Group 812</i>	<i>Cleaning activities</i>
<i>Class 8121</i>	<i>General cleaning of buildings</i>
<i>Sub-Class 81210</i>	<i>General cleaning of buildings</i>
<i>SECTION S</i>	<i>OTHER SERVICE ACTIVITIES</i>
<i>Division 96</i>	<i>Other personal service activities</i>
<i>Class 9609</i>	<i>Other personal service activities n.e.c.</i>
<i>Sub-Class 96908</i>	<i>General household maintenance activities like grooming of the floor, dusting, cleaning of utensils etc.</i>

- B. The EMD up to Rs. 5 lakhs be payable either by cash form online transfer. EMD beyond Rs.5 lakhs can also be payable in the form of Bank Guarantee for the entire amount from any Nationalized/Scheduled Bank (Except Co-operative Banks) from any branch in India preferably from the local branch where the port is situated. Bank Guarantees submitted as Earnest Money shall be valid for 28 days beyond the validity of the bid. Bank Guarantee shall be verified

independently by the Port with the bank before finalization of technical offer. In the event of lack of confirmation of issue of the Bank Guarantee by the Bank, the bid shall stand disqualified.

- C. EMD of unsuccessful bidders other than L1 is refunded immediately after ranking of price bids.
- D. EMD is refunded suo-motto without any application from the bidders.
- E. The bid security of the successful bidder will be discharged after he has signed the Agreement and furnished the required Performance security.
- F. The Bid security may be forfeited, if
  - a) The bidder withdraws the bid after bid opening during the period of bid validity.
  - b) The bidder does not accept the correction of the Bid price, pursuant to Clause 27; or
  - c) The successful bidder fails within the specified time limit to
    - (i) Sign the Agreement or
    - (ii) Furnish the required Performances security.

## **10. PROCEDURE FOR SUBMITTING TENDERS**

- 10.1 Bidders who wish to participate will have to procure/ should have legally valid Digital Certificate, as per Information Technology Act-2000, using which they can sign their electronic bids. The bidders can procure the Digital Certificate from (n) code solutions a division of GNFC Ltd, who are licensed certifying authority by Government of India. All bids should be digitally signed. For details regarding Digital signature certificate and related matters, the below mentioned address should be contacted: (n) code Solutions, A Division of GNFC, 301 GNFC Infotower, Bodakdev, Ahmedabad. Tel. 91 79 26857316/ 17/ 18 Fax: 91 79 26857321 E-mail: [nprocure@gnfc.net](mailto:nprocure@gnfc.net) Mobile: 9327084190/9898589652.

### **10.2 Deadline for submission of the Bids**

- 10.2.1 Bids must be received by the Employer at the address specified above not later than 28/03/2023 in the event of the specified date for the submission of bids being declared a holiday by the Employer. The bids will be received upto the appointed time on the next working day.
- 10.2.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 10, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.
- 10.2.3 In case of tender document being downloaded from the web site, at the time of submission of (the hard copy of) the tender document. The tenderer shall give an undertaking that no change have been made in document. He shall be download set of document under acknowledgment with a condition that the uploaded version of the port tender document will be treated as authentic tender and if any discrepancy is noticed at any stage between the Port's tender document and the one submitted by the tenderer, the conditions mentioned in the Port's uploaded document shall prevail. Besides, the tenderer shall be liable for legal action for the lapses.
- 10.3 The hard copy of tender documents alongwith its accompaniments as described under Clause 4.3 of General Instructions shall be Scanned and submitted On-Line along with Tender documents. However, the originals/ attested hard copies shall have to be forwarded subsequently so as to reach the office of Executive Engineer within 7 days of opening of the tenders.

The envelopes shall be addressed to:

- (a) Executive Engineer,  
Deendayal Port Authority  
Harbour- Division, Nirman Bhavan, 1st floor,  
Deendayal-Kutch-370210, Gujarat - State.

(b) bear the following identification:

Accompaniments for "Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla. ."

Bid reference No., Name and address of the bidder.

## **11. Documents comprising the Bid**

- 11.1 The bid submitted by the bidder shall comprise the following:

### **A) Technical Bid**

- i) Bid Security & Tender fee be submitted in preliminary bid.

ii) Qualification Information Form and Document (Pursuant to clause 4 hereof) and any other materials required to be furnished and submitted by the bidder in accordance with these instructions. The documents listed under Clause 4.

**B) Financial Bid**

Bill of Quantity dully filled and digitally signed by the Bidder.

**12 Bid Prices**

- 12.1 The contract shall be for the whole works as described in Sub-Clause 1.1 based on the priced Bill of Quantities submitted by the Bidder.
- 12.2 The bidder shall fill in rates of the work described in the Bill of Quantities.
- 12.3 All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid price submitted by the Bidder.
- 12.4 The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**13. Currencies of Bid and payment**

- 13.1 The Unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.

**14. Bid Validity**

- 14.1 Bids shall remain valid for a period not less than 120 days after the deadline date for bid submission specified in clauses 20. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.
- 14.2 In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be permitted to modify his bid and also shall submit an extension for EMD, if it is in the form of Bank Guarantee.

**15 Alternative proposals by bidders**

- 15.1 Conditional offer or Alternative offers will not be considered further in the process of tender evaluation.

**16 Late Bids**

- 16.1 Any bid received by the Employer after the deadline prescribed in Clause 10.2 will be considered as non-responsive.

**17. Modification and Withdrawal of Bids**

- 17.1 Bidders may modify or withdraw their bids before the deadline prescribed in Clause 10.2.
- 17.2 No bid may be modified after the deadline for submission of bids.
- 17.3 Withdrawal or modification of a Bid between the deadline for submission of bids and the expiration of the original period of bid validity in Clause 14.1 above or as extended pursuant to Clause 14.2 may result in the forfeiture of the Bid security pursuant to Clause 16.

**E. BID OPENING AND EVALUATION**

**18. Bid opening**

- 18.1 On the due date and appointed time as specified in clause 20, the Employer will first open Technical bids of all online bids received including modifications made pursuant to clause 22 in presence of the bidders or their representative who choose to attend. In the event of the specified date for Bid opening being declared a holiday by the Employer, the bids will be opened at the appointed time and location on the next working day.
- 18.2 If all Bidders have submitted unconditional Bids together with requisite bid security, then all bidders will be so informed then and there. If any Bid contains any deviation from the Bids documents and/or if the same does not contain Bid security in the manner prescribed in the Bid documents, then that Bid will be rejected and the Bidder informed accordingly. All valid financial bids whose technical bids have been determined to be substantially responsive in accordance with Clause 19 hereof, shall be opened on the specified date from declaring the results of the Technical Bid, in presence of the bidders or their representatives who choose to attend.

**19. Examination of Bids and Determination of Responsiveness**

- 19.1 Prior to detailed evaluation of Bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in Clause 4 has been properly signed by an authorized signatory (accredited representative) holding power of Attorney in his favor. The Power of Attorney shall inter alia include a provision to bind the Bidder to settlement of disputes clause; (c) is accompanied by the required Bid security and; (d) is responsive to the requirements of the Bidding documents.
- 19.2 A substantially responsive Technical and Financial Bid is one which conforms to all the terms, conditions and specification of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the works; (b) which limits in any substantial way, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting responsive Bids.
- 19.3 If a Technical Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**20. Evaluation and Comparison of Bids**

The Employer will evaluate and compare only the bids determined to be responsive in accordance with Clause 19.

In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid Price.

The estimated effect of the price adjustment conditions/ escalation of the conditions of contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

If the Bid of the successful Bidder is seriously unbalanced in relation to the Nodal Officer or his nominee's estimate of the cost of work to be performed under the contract, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the implementation/construction methods and schedule proposed.

**D. AWARD OF CONTRACT**

**21 Award Criteria**

- 21.1 The Employer will award the Contract to the Bidder whose Bid has been determined to be responsive to the Bidding documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4. The second bidder (i.e.L2) shall be kept in reserve and may be invited to match the bid submitted by the (L1) bidder in case such bidder withdraws or is not selected for any reason.

**22 Notification of Award and Signing of Agreement**

- 22.1 The Bidder whose bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by cable, telex or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the "Pre-acceptance Letter") will state the sum that the Employer will pay to the Contractor in consideration of the execution, completion and maintenance of the works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "contract Price").
- 22.2 The notification of award will constitute the formation of the Contract subject only to the furnishing of a performance security in accordance with the provision of Clause 24.
- 22.3 The Agreement will incorporate all correspondence between the Employer and the successful bidder. It will be signed by the Successful Bidder and sent to the Employer within 14 days of award of work following the notification of award along with the Pre-Acceptance Letter. Within 21 days of receipt, the successful Bidder will furnish the performance security and sign the Agreement with the Employer.

Upon the furnishing by the successful Bidder of the Performance Security, the Employer will promptly notify the other Bidders that their Bids have been unsuccessful and release their Bid security (EMD).

**23. Corrupt or Fraudulent Practices**

- 23.1 The Employer requires that Bidders/Suppliers/Contractors under this contract, observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the Employer:

- (a) Defines, for the purpose of these provisions, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- (b) Will reject a proposal for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will declare a Bidder ineligible, either indefinitely for a stated period of time, to be awarded a contract/contracts if he at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing, the contract.

**24. Performance Security**

Security deposit shall consist of two parts; a) Performance Guarantee to be submitted at award of work, and b) Retention money to be recovered from Running Bills.

Performance guarantee should be 10% of Contract price of which 5% of contract price should be submitted as Bank Guarantee, or Demand Draft within (21 days in case of domestics bid and within 28 days in case of global bids) of receipt of letter of acceptance and balance 5% recovered as Retention Money from Running Bills. Recovery of 5% of Retention Money to commence from the first bill onwards @ 5% of bill value from each bill. Retention Money or Balance SD shall be refunded within 14 days from the date of payment of final bill.

**Failure of the Successful Bidder to comply with the requirements as mentioned above shall constitute sufficient grounds for cancellation of the award of work and forfeiture of Bid Security i.e. EMD. And will be debarred from bidding in the organization for three years**

**25. Clarifications of the Bidding Documents**

- 25.1 A prospective bidder requiring any clarification of the bidding documents may notify the employer in writing or by electronic form and be confirmed by hard copy at the Employer's address indicated in the invitation to bid. The employer will respond to any request for clarification which he received earlier than days (Suggested 7 days) prior to the deadline for submission of bids. Copies of the Employer's response will be forwarded to all purchasers of the bidding documents, including a description of the enquiry but without identifying its source.

**26 Employer's Right to accept any Bid and to reject any or all.**

Notwithstanding clause 29, the Employer reserve the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without there by incurring any liability to the affected bidder or bidders on the grounds for Employer's action

**Executive Engineer  
Deendayal Port Authority**

## **SECTION – 3**

# **GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS**



# BOARD OF AUTHORITYEES OF DEENDAYAL PORT

Division  
Sub Division

## ITEM RATE TENDER & CONTRACT FOR WORKS FOR THE GUIDANCE OF CONTRACTORS

### General Rules and Directions For the Guidance of Contractors

1. All works proposed for execution by Contract will be notified in a form of invitation to tender, posted in public place and signed by the Superintending Engineer.

This form will state the work to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest-money to be deposited with the tender and the amount of the Security deposit to be deposited by the successful tenderer and the percentage, if any to be deducted from bills. Copies of the specifications, designs and drawings and any other documents required in connection with the work, signed for the purpose of identification by the Superintending Engineer shall also be open for inspection by the Contractor at the office of the Superintending Engineer during office hours.

2. In the event of the tender being submitted by a partnership firm it must be signed separately by each member thereof or, in the event of the absence of any partner. It must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power-of-attorney be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act.
3. Receipts for payment made on account of work, when executed by a partnership firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work but contractors who wish to tender for two or more works shall submit a separate tender for each. Tender shall have the name and number of the work to which they refer written outside the envelopes.
  - 4.(A) The rate (s) and / or amount (s) must be quoted in decimal coinage.
5. The Superintending Engineer or his duly authorized assistant will open tenders in the Presence of any intending contractors who may be present at the time, and will enter the amounts of the several tender in a comparative statement in a suitable form in the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor who shall there upon for the purpose of identification sing copies of the specification and other documents mentioned in Rule 1. in the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor, making the same without any interest thereon.
6. The officer inviting tender shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
7. The receipt of an accountant or clerk, for any money paid by the contractor will not be considered as any acknowledgement of Payment to the Superintending Engineer and the contractor shall be responsible for seeing that Produces receipt signed by the Superintending Engineer or a duly authorized cashier.

## ITEM RATE TENDER FOR WORKS

I/We hereby tender for the execution for the Board of Deendayal Port Authority for the work Specified in the underwritten memorandum within the time specified in memorandum at the rates specified therein, and in accordance, in all respects with specification designs, drawings and instruction in writing referred to in Rule 1, he and in clause II of the conditions in contract, and with such materials as are provided by and in all respects in accordance with such conditions so far as possible.

# SECTION - 4

Forms to be filled and submitted with Tender documents by Contractor.

- Contractor's bid
- Prequalification of Bidders
- Specimen format for declaration
- Specimen letter of Authority for submission of Bid
- Exceptions and Deviations
- Format for Extension

## CONTRACTOR'S BID

Description of the works: - Two years Contract for Supplying of Drinking water Bottles of 20 litres Capacity to various isolated/scattered locations in port area at Kandla. .

### BID

TO

----- (The employer)

Address

-----

GENTLEMEN,

We offer to execute the works described above in accordance above with the conditions of Contract accompanying this bid for the contract price of \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters)

The advance payment required / not required as per rule.

{	We accept the appointment of _____ as the conciliator.	}
	(OR)	
	We do not accept the appointment of _____ as the conciliator and propose instead that _____ be appointed as Conciliator whose daily fees and biographical data are attached.	
	<b>(Not Applicable, please refer Section-6)</b>	

This bid and your written acceptance of it shall constitute a binding contract between us.  
We understand that you are not bound to accept the lowest or any bid you receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force In India namely "prevention of corruption act 1988"

We hereby confirm that this bid complies with the bid validity and security required by the bidding documents

We attach herewith our copy of permanent account number (PAN)

Yours faithfully,

Authorized Signature:

Name& title of signatory

Name of Bidder

Address

### **Notes:**

To be filled in by the bidder, together with his particulars and date of submission at the bottom of the form of bid.

## PRE-QUALIFICATION OF BIDDERS

The information to be filled in by the bidder in the following pages will be used for purposes of pre-qualification as provided for in the instructions to tenderers.

### 1. Only for individual bidders

#### 1.1 Constitution or legal status of bidder (attach copy)

- Place of registration
- Principal place of business
- Power of attorney of signatory of bid(Attach)

### 2. Turnover of the firm/ JV

YEAR	TURN OVER
2020-21	
2021-22	
2022-23	
Average	

Attachments: Financial reports for the last three years; balance sheets, profit and loss statement, auditors reports( in case of companies/ corporation) etc., list them below and attach copies.

### 3. Similar works

Particulars	Year	No. of works	Value
Total value completed similar work as defined in the tender document during last 7 years	2016-17		
	2017-18		
	2018-19		
	2019-20		
	2020-21		
	2021-22		
	2022-23		

Attachments: Supporting documents, viz., successful completion certificates from clients, other documentations to substantiate the similarity of work as per definition of "similar work" employers reserves the right to verify the information;

4. Information on bid capacity (works for which bids have been submitted and works which are yet to be completed) as on the date of this bid.

(A) Existing commitments and on-going works.

Description of work	Place & state	Contract no.& date	Name& address of port	Value of contract Rs	Stipulated Period of completion	Value of remaining to be completed	Anticipated date of completion

(B) Works for which bids already submitted

Description of work	Place & state	Name& address of port	Value of contract Rs	Stipulated Period of completion	Date when decision is expected	Remarks if any

Attach certificates from the nodal officer or his nominee(s)-in-charge.

5. The following contractor's Equipment are essential for carrying out the works. The bidder should list all information requested below. . **(Not Applicable, please refer Section-6)**

Item of equipment	Requirement no. capacity	Owned/leased /to be procured	No.s/ capacity	Age/condition	Remarks(from whom to be purchased)

6. Qualification and experience of key personnel proposed for administration and execution of the contract. Attach biographical data. Refer also to sub. clause. **(Not Applicable, please refer Section-6)**

4.3(e) of instructions to bidders and sub. Clause 9.1 of the conditions of contract.

Position	Name	Qualification	Years of experience (general)	Years of experience in the proposed position
Project manager				
Discipline specialist etc.,				

7. Proposed sub-contracts and firms involved . **(Not Applicable, please refer Section-6)**

Sections of the works	Value of sub-contract	Sub-contractor (name and address)	Experience in similar work

8. Information on litigation history in which the bidder is involved.

Other party(ies)	port	Cause of dispute	amount	Remarks involved showing present status

9. Additional information bidder may like to submit

Duly authorized to sign this authorization on behalf of (insert complete name of tenderer)

Dated on \_\_\_\_\_ day of \_\_\_\_\_[insert date of signing]

**SPECIMEN FORMAT FOR DECLARATION**

*(To be executed on bidder's letter head)*

To

\_\_\_\_\_  
(Project Title)

Ref:

The undersigned, having studied the pre-qualification submission for the above mentioned project, hereby states:

- (a) The information furnished in our bid is true and accurate to the best of my knowledge.
- (b) That in case of being pre-qualified, we acknowledge that the Employer may invite us to participate in due time for the submission of tender on the basis of provisions made in the tender documents to follow.
- (c) When the call for tenders is issued, if the legal, technical or financial conditions, or the contractual capacity of the firm or joint venture changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- (d) We enclose all the required pre-qualification data format and all other evaluation.
- (e) We also state that no changes have been made by us in the downloaded tender document and also understand that in the event of any discrepancies observed, the printed tender document no. \_\_\_\_\_ is full and final for all legal/contractual obligations (delete if not required).

Date:

Place:

Name of the Applicant:

\_\_\_\_\_

\_\_\_\_\_

Represented by (Name & Capacity)

\_\_\_\_\_

\_\_\_\_\_



**SPECIMEN LETTER OF AUTHORITY FOR  
SUBMISSION OF BID**

(To be executed on Rs.100/- non Judicial Stamp Paper)

To  
The (PORT Address)

Dear Sir,

We-----  
----- do hereby confirm that Shri ..... (Name, designation and Address)  
is/are authorized to represent us to bid, negotiate and conclude the agreement on our behalf  
with you against tender no. ----- and his specimen signature is appended here to ..

We confirm that we shall be bound by all and whatsoever our said signatory shall commit.  
We understand that the communication made with him by the Employer/Board shall be  
deemed to have been done with us in respect of this Tender.

*[Specimen signature]*

Yours faithfully,

Signature:

Name & Designation:

For & on behalf of:

<b>EXCEPTIONS AND DEVIATIONS</b>
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As pointed out in the Tender Call Notice, Bidder may stipulate here exceptions and deviations to the bid conditions, if considered unavoidable.

Sr. No.	Page No. of Bid Document	Clause No. of Bid Document	Subject Deviation

Note: however, the Bidders to note that unacceptable deviations, if any, the bid shall be liable for rejection. Bidder is discouraged to deviate from bid conditions, specifications, delivery schedules, and commercial terms as per the tender document.

Duly authorized to sign this authorization on behalf of: [insert complete name of Tenderer]

Date on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Date :

DEENDAYAL PORT AUTHORITY

Form of application by the Contractor for seeking extension of time

Part-I

1	Name of Contractor	
2	Name of Work as given in the agreement	
3	Agreement No.	
4	Estimated Amount put to tender	
5	Date of Commencement of Work as per Agreement	
6	Period allowed for completion of work as per agreement	
7	Date of Completion stipulated in agreement	
8	Period for which extension of time has been given previously	
	(a) 1 <sup>st</sup> extension vide E.E.'s No. Total extension previously given	
9	Reasons for which extension have been previously given (copies of the previous application should be attached)	
10	Period for which extension is applied for	
11	Hindrance on account of which extension is applied for which dates on which hindrance occurred and the period for which these are likely to last. (a) Serial No. : 01 (b) Nature of hindrance : (c) Date of occurrence : (d) Period for which hindrance is likely to last (e) Period for which extension required for this particular hindrance.	

	<b>(f)</b> Overloading period if any, with reference to item. <b>(g)</b> Net extension applied for <b>(h)</b> Remarks if any Total period on account of hindrance mentioned above ____ month ____ days.	
13	Extension of time required for extra work	
14	Dates of extra work and amount involved; (a) Total value of extra work (b) Proportionate period of extension of time based on estimated amount put to tender on account of extra work.	
14	Total extension of time required for 11 & 12	

Submitted to the Sub Divisional Officer.....

# **SECTION 5**

## **CONDITIONS OF CONTRACT (GENERAL)**

# **SECTION 6**

## **SPECIAL CONDITIONS & SPECIFICATIONS**

Name of work :	TWO YEARS CONTRACT FOR SUPPLYING OF DRINKING WATER BOTTLES OF 20 LITRES CAPACITY TO VARIOUS ISOLATED/SCATTERED LOCATIONS IN PORT AREA AT KANDLA.
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### SPECIAL CONDITIONS AND SPECIFICATIONS OF WORKS

The following clauses shall not be applicable :

#### Section - 2 :

- Clause 4.1 (b), (c),(d),(f), and 4.2 (e), (f), (k), (l), 4.4, 4.5 ;

#### Section - 4 :

- Pre-Qualification of Bidders – Table No.5, 6 & 7
- Contractor's Bid – We accept the appointment ..... Biographical data are attached.

### **SPECIAL CONDITIONS**

1. The provision in special conditions which form a part of the contract shall have precedence over those specified in Conditions of Contract in case of diversity, if any.
2. Pre-acceptance letter intimating the contractor about the proposed acceptance of tender will be issued by the Chief Engineer. The tender agreement in approved form bearing the stamp of required value shall be executed by the Chairman on behalf of the Board, having common seal of the Board. The final acceptance letter shall be issued by the Chief Engineer on non-judicial stamp paper of Rs.50/- which is to be borne by the contractor. In case, the contractor desires to have the duplicate copy of the acceptance letter, he shall have to pay an additional amount of Rs.20/- only.
3. The value of the stamps to be affixed on the agreement shall be of appropriate value prescribed for bond as per latest provision of law enforced on the date of execution of contract and the same shall be borne by the contractor. However, if the contractor furnishes G.P.Notes or approved guarantees in respect of part of security deposit, the stamp duty chargeable for the amount shall be as prescribed for agreements and payable in accordance with latest provision by law in force at the time of execution of the contract. All the cost of the stamp duty shall be borne by the contractor.
4. The stamp duty paper of requisite value shall be furnished by the contractor within 10 days from the date of issue of pre-acceptance letter, failing which he will not be permitted to start the work.
5. The tenderers are expected to have full knowledge of the site of work and local working conditions in the Port before submitting the tenders. The port is basically an operational area dealing mainly with stacking, loading and unloading of import/export cargo and movement of traffic in or out of the port. The Engineer-in-Charge , after issue of work order will give to the contractor possession of so much of the site as in the opinion of Engineer-in-Charge may be required to enable the contractor to commence and proceed with the construction of work and will from time to time as the work proceeds give to the contractor possession of such portion of the site as may in the opinion of Engineer-in-Charge be required to enable the contractor to proceed with construction works without interruption of the work in accordance with the requirement. However, all efforts will be made to handover entire clear site at the time of starting of work. No claims/disputes about idling of power machineries and hot mix plant etc. what-so-ever for handing over the site of work late for starting the work shall be entertained. The contractor while filling up their rates in the tender should consider the above aspects.
6. If the contractor suffers any delay the Engineer-in-Charge may grant at his discretion an extension of time for completion of work. However, no claims/disputes etc. arising out of extension of time so granted shall be entertained.

7. The work shall be done strictly in accordance with specification laid down in latest IRC standard, latest IS codes in practice for different building trades, in addition to the specifications given in Schedule "B" of the tender, approved plan and the instructions issued by the Engineer-in-charge from time to time.
8. The work shall be carried out in accordance with the best standards of work-man ship and to entire satisfaction of Engineer-in-Charge.
9. The site order book is to be maintained by the contractor at the site of work and orders and instruction written in the order book shall be deemed to have been legally issued to the contractor and the contractor shall sign each entry in the order book as a token of having seen the same. This site order book shall be property of the Board and shall be handed over to the Engineer-in-Charge of the work in good condition after the completion of the work or whenever required by the Engineer-in-Charge.
10. The contractor shall be required to execute the work in such a way so as not to cause any damage, hindrance or interference with port activities going on in the area or nearby. He should not deposit the materials at such places which may cause inconvenience to the public and the work going on in the nearby area.
11. The contractor shall have to make good all damages done by him to the nearby structures while executing the work and no extra payment shall be made to him on that account.
12. Deleted.
13. For the purpose of measurements, the method prescribed in the 'Indian Standard' specifications shall be applicable in addition to those prescribed in Boards Schedule of Rates unless stated otherwise in contract. In case of any ambiguity the decision of the Engineer-in-charge shall be final.
14. The notes and data furnished in Deendayal Port Authority, Schedule of Rates in force will be considered for measurement purpose in the case of lead, weight, allowance for voids, coefficient of painting etc. of the materials.
15. All the labour acts; rules and regulations in force from time to time are to be followed by the contractor.
16. The contractor shall have to obtain necessary license from the Assistant Labour Commissioner (Central) Adipur in case he has to engage 10 or more workers on any day during the execution of work.
17. Deleted
18. All the safety rules and health measures must be adopted by the contractor while working.
19. All the precautions regarding the safety of the work shall have to be taken and the instruction of Engineer-in-charge in this respect shall have to be followed strictly.
20. Deleted
21. The Engineer-in-charge may delete any number of items included in his tender (contract) without assigning any reasons and without any financial liability.
22. Deleted
23. Deleted



24. Unless otherwise specifically mentioned, the rates quoted for all items include for all lead and lift and no extra claims shall be entertained on this account.
25. Deleted.
26. The tenderers are not expected to make any post-tender modifications. Hence the tenderers should not make any correspondence regarding the tender after submission of the same on due date and time. No cognizance of any correspondence shall be taken and if any tenderer persists with the same, necessary action will be initiated against him. All the tenders received on or before the due date and time shall be opened if otherwise found in order.
27. The tender documents submitted by the contractor and correspondence exchanged between him and Deendayal Port Authority prior to the acceptance of tender and thereafter shall form part of an agreement even though formal agreement duly signed is not executed.
28. FORCE MAJURE: This will be restricted to natural calamities and acts of God only.
29. Deleted.
30. Income Tax at applicable rate and surcharge as applicable on the payment to contractor will be deducted from the payment and only net amount shall be paid for as directed by the Central Board of Direct Taxes, Ministry of Finance, and Government of India. Contractor has to furnish PAN No. along with tender.
31. Tenderers are required to furnish their bank account details in order to arrange payment through Electronics Clearing System.
32. Information regarding income tax, Permanent account number (PAN), GST Registration number may be enclosed along with the documents.
33. It is mandatory to upload scanned copies of all documents including GST Registration, PAN etc. as stipulated in the bid documents. If such documents not uploaded his bid will become invalid and cost of bid document shall not be refunded.
34. Deleted.
35. In the event of the tender being submitted by a firm, it must be signed separately by each constituent thereof or in the event of absence of any partner, it must be signed on his behalf by a person holding a power of attorney from him to do so.
36. Any corrections to rates shall be supported by the tenderers signatures there against. The rates written in words shall prevail over those marked in figures where the two do not tally.
37. In the case of discrepancy between the schedule of quantities, the specifications and/or the drawings, the following order of preference shall be observed:-
  - I) Description of schedule of quantities.
  - II) Particular specification and Special condition, if any.
  - III) Drawings.
  - IV) C.P.W.D. specifications.
  - V) Indian standard specifications of B.I.S.
38. The contractor shall have to arrange the entry permit for himself and his staff, labours etc. from CISF, Deendayal Port Authority for supplying of the Drinking water

Bottles inside cargo jetty area, at his own cost as per the rules and regulation in force at that time.

39. Necessary Indian Dock Safety regulations for the safety purpose shall be adhered to by the contractor and he will be held responsible for any violations of the same. The set of such conditions (regulation) is available with DPA and the contractor is required to go through it before tendering.
40. Deleted
41. Individual quantity for any tender items of work may vary to any extent as required by D.P.A.. for which the contractor shall not submit any dispute/claim what-so-ever, so long as the total amount of such variation does not exceed plus or minus 30 % of the Total contract value awarded.
42. The bidder shall give an undertaking that they have not made any payment or illegal gratification to any person authority connected with bid process so as to influence the offence under the PC Act in connection with the bid.
43. The bidders shall disclose any payments made or proposed to be made to any intermediates (agents etc.) in connection with the bid.
44. The contract period is 24 (Twenty Four) months and the same can be extended for further period six months maximum. No any additional payment other than mentioned in tender item will be paid to contractor for this extended period.
45. Payment with required deduction as per contract condition shall be made on monthly basis (only one bill per month under this contract) for the items executed in the preceding month.
46. *In the event of the contractor(s) committing a default or breach of any of the provisions of the boards contractor's labour regulations and model rules for the protection of health and sanitary arrangements for the workers as amended from time to time or furnishing any information or submitting or filling any statement under the provisions of the above regulations and rules which is materially incorrect, he/they shall without prejudice to any other liability, pay to the board a sum not exceeding Rs.200/- for every default breach or furnishing, making, submitting filling such materially incorrect statements and in the event of the contractor (s) defaulting continuously in this respect, the penalty may be enhanced to Rs.200/- per each day of default subject to a maximum of 5 percent of the estimated cost of the work put to tender the decision of the engineer-in-charge shall be final and binding on the parties.*
47. Since the work is to be carried out in office buildings, hence decent labour with specified uniform may be deployed for supplying water Bottles.
48. **Arbitration Clause : -**
  - (I) Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions here in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or any other thing what so ever, in any way arising out of or relating to the contract, design, drawings, specifications, estimates, instructions, orders or to the conditions or otherwise concerning the works or regarding the execution or

failure to execute the same whether arising during the progress of work or after the completion thereof as described here in after shall be referred to the Chairman for sole arbitration by himself or by any officer appointed by him.

- '(ii) It will be no objection to any such appointment that the arbitrator is an employee of the Board or the Government, that he had to deal with the matter to which the contract relates and that in course of his duties as an employee of the Board or the Government, he had expressed views on all or any of the matters in dispute or of different.

The arbitrator, who has been dealing with the arbitration case, being transferred or vacating his office or in the event of his death or being unable to act for any reason, the Chairman then holding the office shall arbitrate himself or appoint any officer to act as arbitrator.

- '(iii) It is also a term of the contract that no person other than the Chairman himself or any officer appointed by him shall act as arbitrator.
- '(iv) It is a term of the contract that only such question and disputes as were raised during progress of work till its completion and not thereafter shall be referred to arbitration. However, this would not apply to the questions and disputes relating to liabilities of parties during the guarantee period after completion of the work.
- '(v) It is a term of the contract that the party invoking arbitration shall give a list of disputes with amounts of claim in respect of each said disputes along with the notice seeking appointment of arbitrator.
- '(vi) It is also a term of the contract that if the contractor does not make any demand for appointment of arbitrator in respect of any claims/disputes in writing, as aforesaid, within 120 days of receiving the intimation from the Engineer-in-Charge that the final bill is ready for payment, the claim of the contractor shall be deemed to have been waived and absolutely barred and the Port Authority shall be discharged and released of all liabilities under the contract in respect of these claims.
- '(vii) It is also a term of the contract that the arbitrator shall adjudicate only such disputes/claims as referred to him by the appointing authority and give separate award against each dispute/claim referred to him. The arbitrator will be bound to give claim wise detail and speaking award and it should be supported by reasoning.
- '(viii) The award of the arbitrator shall be final, conclusive and binding on all the parties to the contract.
- '(ix) The arbitrator from time to time, with the consent of both the parties, enlarge the time for making and publishing the award.
- '(x) Arbitration shall be conducted in accordance with the provision of Indian Arbitration Act, 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
- '(xi) It is also a term of the contract that if any fees are payable to the arbitrator, this shall be paid equally by both the parties.

‘(xii) It is also a term of the contract that the arbitration shall be deemed to have been entered on the reference on the date he issued the first notice to both the parties calling them to submit their statement of claims and counter statement of claims.

‘(xiii) Venue of the arbitration shall be such place as may be fixed by the arbitrator at his sole discretion”.

49. A bill shall be submitted by the contractor each month on or before the date fixed by the engineer-in-charge for all works executed in the previous month and the engineer-in-charge shall take or cause to take the requisite measurement for the purpose of having the same verified and the claim, as far as admissible, adjusted as far as possible, before the expire of ten days from the presentation of the bill. If the contractor does not submit the bill within the time fixed as aforesaid, the engineer-in-charge may depute within seven days the date fixed aforesaid, subordinate to measure up the said work in the presence of the contractor whose counter signature to the measurement list will be sufficient warrant and the engineer-in-charge may prepare a bill from such list.

50. The contractor shall submit all bills on the printed form to be had on application at the office of the engineer-in-charge and the charges in the bills shall always be entered at the rates specified in the tender or in the case of any extra work ordered in purpose of these conditions and not mentioned or provided for in the tender at the rate hereinafter provided for such work.

51. The Bank Guarantee submitted towards Security deposit should be of any Nationalized / Scheduled (Except Co-Operative Banks) Bank having its branch at Gandhidham.

52. Deleted.

53. The Contractor shall affix seal along with signature in the Tender, failing which the bid / Tender will be considered as non-responsive and be liable to discharge.

54. All payments to contractors shall be made direct to the bank account of the contractors for which necessary details shall be furnished by the contractor including PAN.

55. Tenders with any condition, including conditional rebates, shall be rejected. However, tenders with unconditional rebate will be acceptable.

56. **Special Conditions for Environmental Protection**

- The Contractor(s) shall strictly follow up the environmental rules as per the Environmental (Protection) Act 1986 while execution of work.
- All constructions materials i.e. Cement, Aggregates, sand & fill materials which are to be used in construction work shall be covered with Tarpaulin or other fabric materials as directed by Engineer In Charge.
- The contractor(s) should stacked and disposed the waste materials in such a manner which are not destroy the environment.
- Machine mixers, vibrators, way batches plant, diesel generator sets and other vehicles engines shall not be left running when not in use.

- Emission of NO<sub>2</sub> and SO<sub>2</sub> shall be maintained within the work as per International Regulations.
- To prevent and minimize vibration and noise levels from machineries / vehicles during removal of civil wastes contractor(s) shall take the remedial action to minimize noise pollution.
- Provide adequate silencers attached with all vehicles and machines.
- Install suitable mufflers on engine exhaust and compressor component.
- The diesel generators set shall be used of noise less.
- To contractor(s) shall stacked/stored the construction materials at adequate distance from coastal area.
- The contractor(s) shall provide the barrier to prevent the construction materials from mixing up with surface / ground water.
- The contractor shall discharge Waste generated during construction work as per CPCB/GPCB regulations.

57. Deleted.

58. Deleted.

59. All the rules and regulation governing by DPA shall be applicable.

60. **GST REGISTRATION**

- While submitting tender, INCOME TAX PAN, GST Registration has to be mentioned. The GST Registration No. should invariably be mentioned in the bid/tender/quotation, failing which the bid / tender / quotation will be considered as non – responsive and be liable for discharge.
- Tenderers are required to furnish their bank account details as per enclosed Performa in order to arrange payment through Electronics Clearing System.
- Information regarding income tax, Permanent account number (PAN), GST Registration number may be enclosed along with the documents.
- The contractor has to quote for the GST Registration No. invariably failing which bid will be liable to be rejected and discharged.
- It is mandatory to upload scanned copies of all documents including GST Registration, PAN etc. as stipulated in the bid documents. If such documents not uploaded his bid will become invalid and cost of bid document shall not be refunded.
- Certificate of registration of valid GSTIN, PAN etc. and acknowledgement of up to date filed return if required.
- The contractor shall quote the price exclusive of GST. The contractor shall quote prevailing GST rate separately, which shall be reimbursed by DPA after ascertaining necessary compliance as per Goods & Service Tax, 2017. All other duties, taxes, cesses applicable if any, shall be borne by the contractor.
- TDS @ 2% on GST will be deducted at the time of payment of bill.
- Contractor / service provider / supplier etc. has to ensure timely and proper filling of GSTR1 so that Deendayal Port Authority can avail input tax credit in timely manner. In case DPA not allowed input tax credit due to failure on part of the contractor / service provider / supplier etc., it will be financial loss to the DPA and therefore same shall be recovered from the payment / deposit of the contractor / service provider / supplier.

61. The Contractor shall carryout work as per Specifications and Time line failing which notice will be issued and after 3 notices, if performance not found satisfactory, the

contractor will be debarred for participating in new tenders of Civil Engineer Department for period of two years.

62. The rate quoted by contractor shall be realistic. During the evaluation of tender, if rates quoted by the contractor are found unrealistic, the tender shall be considered will be non-responsive and Engineer in charge reserves right to the cancel the bid, no any correspondence shall be entertained in this regard.
63. Labours deployed by Contractor shall be paid their wages directly through Bank in their respective account positively on or before third working day of each month by the contractor and it will be contractors responsibility to open accounts of labours if necessary and copy of same shall be submitted in this office every month. Further, the contractor shall ensure that the payment made to the labours shall not be less than the minimum wages as notified by CLC website time to time.
64. If the similar work is executed as sub contractor, it is mandatory to upload the sub-contract permission letter obtained from the Govt. / Public Sector Officer in case work belongs to the Govt./Public Sector, or from the owner of the Project in case work belongs to private organization. Also the completion certificate /form 3A authenticated by concern Govt. / Public Sector Officer or owner of the project shall be uploaded alongwith TDS certificate deducted from the particular work issued by the competent authority shall be submitted along-with bid submission.
65. The contractor shall have to clean all the Water Dispenser Regularly. The water bottles used in the work shall not older than 3 months and old and dirty bottles not allowed for the work. The Contractor shall replace the Bottles at each period of 3 months.
66. The Drinking water Bottles work shall be shall be supplied in/outside from berth No. 1 to 16th Berth at New Kandla at various isolated location and as well in Office Buildings inside and outside of Cargo Jetty area in accordance with the best standards of workmanship and to the entire satisfaction of the Engineer-In-Charge
67. The contractor shall be responsible for providing insurance cover to the persons engaged by them for execution of the subject work against the personal injury and death.
68. The contractor shall not deposit any materials at such a place that may cause inconvenience to the public or staff or nearby offices.
69. Contractor can be held liable for any monetary or non-monetary consequences on account of Non Remittance of tax by service provider to central government.
70. The drinking water supplied shall comply with IS 10500-2012.
71. The cost of testing of water shall be borne by contractor by authorized laboratory as directed by Engineer-in-Charge. The testing shall be carried out once in a month or at random / or any complaint being received.
72. Running bill will be given at every month.
73. DPT is not responsible for any theft or breakage / damages of water bottle / dispensers and it is a fully responsibility of contractor to replace the same at his own cost. The Dirty Dispenser shall be replaced immediately with new one.

74. The bidder shall have FSSAI License issued by Govt. of Gujarat. The registered contractor with DPA shall also have such valid License and hence all the bidder must submit Notarized copy of valid FSSAI License issued by Govt. of Gujarat
75. The contractor has to pay road tax, arrange gate passes for entry of men and vehicles inside/outside Deendayal Port Trust area at his own cost from CISF.
76. Contractor has to supply and maintain the cards for supply of water Bottles for Each location at his own cost. This card shall be duly signed date wise from the concern official of that particular location and same card shall be submitted to Department for claiming the payment towards the supply of water. No payment shall be made without documentary evidence I.e., Card duly sign from concern official for that location. If contractor fails to supply water Bottle at designated place the penalty @ Rs. 100.00 per Day for each location shall be deducted and that shall not be more than 10% of contractor price.

Contractor

Executive Engineer  
Deendayal Port Authority

## **SECTION – 7**

### **BANK GUARANTEE**



**BANK GUARANTEE**  
**SPECIMEN BANK GUARANTEE SECURITY DEPOSIT**  
(To be executed on Rs.300/- non-judicial Stamp Paper)

[The bank, as requested by the successful Tenderer, shall fill in this form in accordance with the instruction indicated]

In consideration of the Board of Deendayal Port Authority incorporated by the Major Port Authorities Act, 2021 as (hereinafter called "The Board" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board of Authorities of the port of [insert name of port], its successors and assigns) having agreed to release advance payment to \_\_\_\_\_ (hereinafter called the "contractor")

(Name of the contractor/s)

under the terms and condition of the contract, vide from the demand under the condition of the contract, vide \_\_\_\_\_'s letter No. \_\_\_\_\_

(Name of the Department)

Date \_\_\_\_\_ made between the contractors and the Board for execution of \_\_\_\_\_ covered under Tender No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called "the said contract") for the payment of Security Deposit in cash or Lodgment of Government Promissory Loan Notes for the due fulfillment by the said contractors of the terms and condition of the said contract, on production of a bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only we, the (Name of the Bank and Address) \_\_\_\_\_ (hereinafter referred to as "the Bank") at the request of the contractors do hereby undertake to pay to the Board an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered by the Board by reason of any breach by the contractors of any of the terms and conditions of the said contract.

2. We, \_\_\_\_\_, do hereby  
(Name of Bank) (Name of Branch)

Undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the Board stating that the amount claimed is due by way of loss or damage caused to or which would be caused to or suffered by the Board by reason of the contractors failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to any amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

3. We, \_\_\_\_\_, undertake to pay to the  
(Name of Bank and Branch)

Board any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ further agree with the Board that the  
(Name of Bank and Branch)

guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said contract and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the

\_\_\_\_\_  
(Name of the user department)

of the said certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractors and accordingly discharge this guarantee. PROVIDED HOWEVER that the Bank shall be the request of the Board but at the cost of the Contractors, renew or extend this guarantee for such further period or periods as the Board may require from time to time.

5. We, \_\_\_\_\_ further agree with the Board that the (Name of Bank and Branch)  
Board shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend the time of performance by the said contract or to extend the time of performance by the said Contractors from time to time or to postpone for any time or from time to time any of the powers exercisable by the board against the said Contractors and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extensions being granted to the contractors or for any forbearance, act or omission on the part of the Board or any indulgence shown by the board to the Contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. It is also hereby agreed that the Courts in Gandhidham would have exclusive jurisdiction in respect of claims, if any, under this Guarantee.
8. We, \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.
9. Notwithstanding anything contained herein:
- (a) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only);
- (b) This Bank Guarantee shall be valid upto \_\_\_\_\_ ; and
- (c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee)."

Date \_\_\_\_\_ day of \_\_\_\_\_ 20

For (Name of Bank)

(Name)

Signature

# **SECTION – 8**

# **AGREEMENT**

## A G R E E M E N T

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Board of Deendayal Port Authority, a body corporate under Major Port Authorities Act, 2021, having its Administrative Office Building at Gandhidham (Kachchh) (hereinafter called the 'Board', which expression shall unless excluded or repugnant to the context, be deemed to include their successors in office of the one part and M/s. \_\_\_\_\_ (hereinafter called the 'contractor' which expression shall unless excluded by or repugnant to the context be deemed to include his / their heirs, executors, administrators, representatives and assigns or successors in office) of the other part.

Whereas the Board is desirous of carrying out the work of \_\_\_\_\_ and whereas the contractor has offered to execute and complete such works at a total cost of Rs. \_\_\_\_\_.

AND WHEREAS the contractor agreed to deposit the Security Deposit as follows for the due fulfillment of all the conditions of the contract.

Bank Guarantee amounting to Rs. \_\_\_\_\_ equal to 5% of Contract value

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :-

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following shall be deemed to form and to be read and construed as part of this agreement relating to the said work, viz.
  - a. Notice Inviting Tender. (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - b. The tender submitted by the contractor including Schedule "A" & "B" (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - c. General Rules and Directions for the Guidance of tenders. (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - d. Schedule of Drawing (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - e. General and Special Conditions of the Contract (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - f. The specification, designs and methods of construction (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - g. The schedule of items of work with quantities and rates. (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - h. Correspondences exchanged before the issue of letter of acceptance by which the conditions of contract are amended, varied or modified in any way by manual consent (to be enumerated) (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - i. Work order No. \_\_\_\_\_ issued vide letter No. \_\_\_\_\_ (Page No. \_\_\_\_\_ to \_\_\_\_\_)
  - j. Additional drawings, specifications and written instructions when issued by or approved in writing by the Engineer-in-charge. (Page No. \_\_\_\_\_ to \_\_\_\_\_)

**All the disputes related to the subject contract shall be resolved through a conciliation committee / councils comprising of independent subject experts**

3. The contractor hereby covenants with the Board to complete and maintain the said works to the satisfactions of the Board in conformity in all respects in accordance with the provision of the said Contract.
4. The Board hereby covenants to pay the Contractor in consideration of such work "The Contract Price" at the time and in the manner prescribed by the said Contract.

IN WITNESS whereof the parties here unto have set their hands and seals the day and year first above written signed and sealed by the contractor in the presence of :-

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness (Name, signature, address)

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_

Signed, sealed and delivered by  
Shri V. Raveendra Reddy, Chief Engineer on  
Behalf of the Board in presence of

Chief Engineer (H.O.D.)  
Deendayal Port Authority  
For and on behalf of the Board of  
Deendayal Port Authority

Witness (Name, signature, address)

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_  
H.O.D. & XEN)

common seal of the Board of Deendayal Port Authority  
affixed in the presence of :

Secretary  
Deendayal Port Authority

## **SECTION – 9**

## **BILL OF QUANTITY**