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: pommdkol@yahoo.com



मेरिन हाऊस / Marine House

75
Azadi Ka
Amrit Mahotsav

♦♦♦♦

भारत सरकार/

GOVERNMENT OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय /DIRECTORATE GENERAL OF SHIPPING
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT
कोलकाता जिला / KOLKATA DISTRICT

No. 31/ST/PASYS/2021

Date: 14-02-2022

**TENDER NOTICE FOR THE GRANT OF CONTRACT OF INSTALLIATION OF
NON IP BASED PUBLIC ADDRESSING SYSTEM AND COMPREHENSIVE
WARRANTY FOR 12 MONTHS IN THE OFFICE OF MERCANTILE MARINE
DEPARTMENT, KOLKATA.**

Introduction:-

Sealed bids are invited in 02 (Two) Cover Bid system, Cover 1 – Technical Bid & Cover 2 – Financial Bid for supplying, installing and commissioning of Public Addressing System including Comprehensive 12 months warranty in the office of Principal Officer, Mercantile Marine Department, Marine House, Napier Road, Hastings, Kolkata- 700022.

Important Dates:-

Publishing Date	15.02.2022	1600 hrs
Seek Clarification Start Date	17.02.2022	1430 hrs
Seek Clarification End Date	17.03.2022	1500 hrs
Bid Submission Start Date	17.02.2022	1000 hrs
Bid Submission End Date	21.03.2022	1700 hrs
Bid Opening Date	22.03.2022	1600 hrs

Scope of work:-

Old Exam Hall at 3rd Floor Main Building:

It is to be provided with mikes, speakers, amplifiers, associated wiring, connectors etc. So that the Exam Hall could be used for announcements, giving directions to candidates, cultural workshops, speeches, presentations etc. The seating capacity is around 70 persons. The seating arrangement is dispersed type and not fixed type. There will be 01(One) no. of wired vocal mike or gooseneck type podium mike, amplifier and speaker in the condition of adequate clear audibility for the individuals.

2nd Floor Waiting Hall No. 1:

It is to be provided with speakers, amplifiers, associated wiring, connectors etc. So that the waiting hall could be used for announcements, giving directions to candidates, etc from Engine and Nautical Section. The seating capacity is around 70 persons. The seating arrangement is dispersed type and not fixed type. There will be adequate nos. of speakers in the condition of clear audibility for the

individuals.

Second Floor Waiting Hall No. 2 (Opposite to General Section):

It is to be provided with speakers, amplifiers, associated wiring, connectors etc. So that the waiting hall could be used for announcements, giving directions to candidates, etc from Engine and Nautical Section. The seating capacity is around 45 persons. The seating arrangement is stackable type. There will be adequate nos. of speakers in the condition of clear audibility for the individuals.

New Building 1st Floor Exam Hall No. 1:

It is to be provided with mikes, speakers, amplifiers, associated wiring, connectors etc. So that the Exam could be used for announcements, giving directions to candidates, cultural workshops, speeches, presentations etc. The seating capacity is around 75 persons. The seating arrangement is dispersed type and not fixed type. There will be 1 no. of wired vocal mike or gooseneck type podium mike, amplifier and speaker in the condition of adequate clear audibility for the individuals.

Whereas this area must be acoustically connected with Engine and Nautical Section.

New Building 1st Floor Exam Hall No. 2 :

It is to be provided with mikes, speakers, amplifiers, associated wiring, connectors etc. So that the Exam could be used for announcements, giving directions to candidates, speeches, presentations etc. The seating capacity is around 40 persons. The seating arrangement is stackable type and not fixed type. There will be 1 no. of wired vocal mike gooseneck type podium mike, amplifier and speaker in the condition of adequate clear audibility for the individuals.

Whereas this area must be acoustically connected with Engine and Nautical Section.

Engine Examination Section:

It is to be provided with 01 no. of wired vocal mike gooseneck type podium mike & 01 no of speaker of minimal intensity of sound just for confirmation of the audio. The inputs should be connected with all the speakers / outputs. Provision to be available in this section to select the areas where no speakers will be activated when announcements are made.

Nautical Examination Section:

It is to be provided with 01 no. of wired vocal mike gooseneck type podium mike & 01 no of speaker of minimal intensity of sound just for confirmation of the audio. The inputs should be connected with all the speakers / outputs. Provision to be available in this section to select the areas where no speakers will be activated when announcements are made.

Details of the job Location.

<u>Serial No</u>	<u>Location</u>	<u>Area and Other Descriptions</u>
01	Old Exam Hall at 3 rd Floor Main Building.	2540 square foot (50ft x 49 ft) 14 windows and 03 doors. False ceiling empanelled.
02	2 nd Floor Waiting Hall No. 1	1148 square foot (41 ft x 28ft) Surrounded by Multiple Fiber Glass Windows
03	Second Floor Waiting Hall No. 2 (Opposite to General Section)	579.5 square foot (30.5ft x 19ft) 03 windows and 03 doors. False ceiling empanelled.
04	Annex Building Exam Hall No 01	3160 square foot (79ft x 40 ft) 16 windows and 05 doors. 02 nos. of pillars. False ceiling empanelled.
05	Annex Building Exam Hall No 01	1178 square foot (38ft x 31ft) 07 windows and 01 door. 02 nos. of pillars.

Instruction to Bidders

On behalf of PO, MMD Kolkata, we have the pleasure of inviting you to tender for the aforesaid work.

- (1) Tender Documents will be issued from Central Public Procurement Portal (CPP Portal).
- (2) Sealed Tender (two part bid system) put in a single envelope in the prescribed tender form in two separate envelopes should be submitted to PO MMD Kolkata, 2nd Floor Quotation Box.
- (3) The bidders/contractors are requested to visit the site for exact requirement and detailed survey.
- (4) Earnest Money Deposit (EMD) in the form of Fixed Deposit receipt, Demand Draft and Bankers Cheque in favor of Principal Officer, Mercantile Marine Department, Kolkata, amounting **Rs.15,000/-** valid upto 45 days beyond the bid validity period.(90 Days from tender closing date) is to be submitted along with the technical bid.
- (5) Exemption from EMD is granted only for firms registered under MSE, Central Purchase organization and MSME.
- (6) EMD of unsuccessful bidders would be returned on or before the 30th day after the award of the contract.
- (7) The equipments and components which are to be used must be of requisite quality and of standard brand.
- (8) Envelope No.1 shall be marked as "Envelope No.1 - Technical Bid".
- (9) Envelope No. 1 shall contain documents as mentioned in the eligibility criteria.

- (10) Envelope No. 1 shall contain duly signed copies of the tender notice from page 01 to 08.
- (11) Envelope No. 1 shall contain a compliance chart clearly detailing compliance or deviation(s) against tender specifications of material otherwise vendor can be disqualified. Technical data sheet indicating compliance to the product specifications and Make, Model & Specification must be attached.
- (12) Envelope No. 2 shall be marked as "Envelope No.2 – Financial Bid".
- (13) Envelope No. 2 shall contain Financial Bid duly priced and completed in all respects in prescribed format. This shall not include any conditions whatsoever. In case any conditions are included in Envelope No. 2, the same shall not be taken into consideration and the tender in such case is liable to be rejected. All the rates should be inclusive of all taxes, levies, overheads and profits etc. No variation of rates shall be allowed after opening of Envelope-2. The rates should be quoted in the BOQ format of the tender form and the contractor must not quote rates / prices in the formats typed by themselves.
- (14) Both the envelopes shall be submitted to the above office not later than 05:00 PM on 21.03.2022.
- (15) Envelope No.1 will be opened at 04.00 PM on 22.03.2022.
- (16) After opening Envelope No.1 and evaluating the conditions stipulated by bidders, if any, and the technical data sheet, PO MMD Kolkata will, if it so decides, may inform all the contractors about any modifications in the tender conditions. Bidders who agree to the changed conditions along with the original, will be allowed to make modifications if they so wish in their tender prices by means of a separate letter to be submitted in sealed cover, which, along with their price bid will form the final price bid. A tender will be rejected if any contractor proposes any deviation/condition from the above.
- (17) The bid once submitted shall not be allowed to withdraw.
- (18) Financial bid will be opened only for technically qualified bidders.
- (19) The contractor will be responsible for the loss of property or life during the work hour and liable to compensate for the same.
- (20) The successful bidder will have to submit an interest free performance security deposit in the form of FD /Bank Guarantee valid for a period of 60 days beyond the successful completion of the contract for an amount equivalent to 3% of the total value for the period of 01 year.
- (21) The PO MMD Kolkata reserves the right to revoke the contract with a prior notice without assigning any reason.
- (22) The contractor will be indemnified for the loss of property or life during the work hour.
- (23) In case of breakdown of any components, the contractor shall depute a technician within 24 hours from the complaint made through telephonic call or email failing which the security money would be forfeited.
- (24) The successful bidder will have to enter in an agreement with PO MMD Kolkata on 100 Rupees a non-judicial stamp paper.
- (25) The date and time of opening of Envelope No.2 shall be intimated after opening of envelope No.1.
- (26) Tenders received late on account of any reason whatsoever shall not be considered and also the tenders received in open condition or by telephonic or faxed tenders or received by post shall not be entertained. Tenders must be submitted by hand in the tender box kept with us and before last time.

- (27) Validity of the tender shall be 90 days from the opening date of Envelope No.2.
- (28) Liquidated damages for delay shall be 0.25% of the cost of balance work after expiry of stipulated time of completion per week of delay for each week beyond the scheduled date of completion or approved extended period of completion.
- (29) The Defect Liability period shall be 12 months from the date of handing over the completed system to MMD Kolkata.
- (30) The envelope containing inner envelopes should be addressed as below and Not to any individual by name. The address will be:-

**The Principal Officer,
Mercantile Marine Department,
Marine House, Napier Road,
Hastings, Kolkata-700022.**

For any queries please contact:-
Tel No:- 033 22230226
Email: pommdkol@yahoo.com

General Terms and Conditions:-

1. In Construing these Conditions, the Specifications, Schedule of Quantities and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

- | | | |
|-----|---------------------|--|
| (a) | "Employer" | Shall mean The Principal Officer or any Nominated Officer of Mercantile Marine Department, Kolkata. |
| (b) | "Contractor" | shall mean the successful bidder and shall include his/their legal representative, assigns or successors. |
| (c) | "Site" | shall mean the site of the contract works/including any building and erections thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor's use. |
| (c) | "This Contract" | shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities and Specifications attached hereto and duly signed. |
| (d) | "Notice in writing" | written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered. |
| (e) | "The Works" | shall mean the Supply, installation, testing & commissioning of Public Address System at Mercantile Marine Department, Marine House, Napier Road, Hastings, Kolkata-700022. |

- (f) "PO, MMD" The Principal Officer, Mercantile Marine Department.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice versa where the context requires.

2. The Contractor shall repair any damages done to walls, floors etc. after the completion of the works.
3. The Employer reserves to himself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
4. The contractor should provide comprehensive warranty for all the equipments and components and spare parts installed for a period of 12 months from the date of contract/agreement.
5. In case of any dispute in any matter related to this contract the decision of the Principal Officer, MMD, Kolkata shall be final and binding on the contractor.
6. Before quoting the rates the contractor is advised to visit the site and understand the exact nature of the works to be carried out. He should fully understand the site conditions.
7. The contractor must quote only in the original tender form and not in his own format or some retyped format.
8. Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the contractor. Overwriting of figures should not be done, failure to comply with either of these conditions will result in rejection. No advice of any change in rate or conditions after the opening of the tender will be entertained.
 - (a) Each of the tender documents / pages should be signed by the person or persons submitting tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions etc.... as laid down. Tender with any of the documents / pages not so signed can be rejected.
 - (b) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to tender into the proposed contract. Otherwise the tender may be rejected.
9. PO, MMD does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in the whole or in part, without assigning any reasons for doing so.
10. On receipt of intimation from the Employer of the acceptance of his / their tender, the successful contractor shall be bound to implement the contract and within fourteen days thereof the successful contractor shall be sign an agreement on Rs.100/- Non- Judicial Stamp Paper in accordance with the draft agreement and "the said Conditions" but the written acceptance by the PO, MMD Kolkata.
11. Security Deposit worth 3% of the total quoted rate has to be submitted along with the contract of validity of 14 months from the date of contract, and the same may be returned to the contractor after successful completion of the contract.
12. The contractor shall not sublet any portion of the Contract except with the written consent of the Employer.
13. The contractor must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making a tender for entering into a contract and must examine the Drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of the work and all matters

pertaining thereto.

14. The rates quoted in the tender shall include all charges for expenses and taxes.
15. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. No claim shall be entertained on this account.
16. The successful contractor is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the Employer.
17. The Employer will provide water and power required for the work free of cost at a suitable point and the contractor shall make his own arrangement to carry the same as required. The Contractor should ensure that the water and power facility provided by the Employer are not wasted.
18. All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Employer's Instructions, and the Contractor shall, upon the request of the Employer, furnish him with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The Contractor shall, at his own cost, arrange for and/or carry out any test of any materials which the Employer may require.
19. The Contractor shall give all necessary personal superintendence during the execution of the work. The Contractor shall also during the whole time the works are in progress employ a competent representative who shall be constantly in attendance at the works while the men are at work. Any direction, explanation, instructions or notice given by the Employer to such representative shall be held to be given to the Contractor.
20. Any defect or other faults which may appear within the execution have to be rectified or redone free of cost.
21. The Works shall not be considered as completed until the PO, MMD has certified in writing.
22. The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or damages arising from carelessness, accident or any other cause whatever in any way connected with the carrying out of the Contractor. This Clause shall be held to include, inter alia, any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to buildings and works forming the subject of this Contract, by frost or other inclemency of weather. The Contractor shall indemnify them and hold him harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under any Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.

The Contractor shall reinstate all damages of every sort mentioned in this Clause, so as to delivery up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.
23. If the Contractor after receipt of written notice from the Employer requiring compliance within ten days fails to comply with such instructions. The Employer may employ and pay other person to execute any such work whatsoever, that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the

Contractor by the Employer, on the Certificate of the PO, MMD, Kolkata, as a debt or may be deducted by him from any money due or to become due to the Contractor. Moreover, PO, MMD Kolkata will be at liberty to even terminate the contract and forfeit the Security Money if deemed fit by it. The Employer shall have power to withhold any payment if the works or any parts thereof are not being carried out to his satisfaction.

24. The payment would be made on the actual basis of the materials/equipments/wires installed.
25. If any extra materials/equipments/wires are to be required as per the discretion of Principal Officer, MMD Kolkata whenever required then the same may be included as per the unit price quoted in the financial bid.
26. The payment would be released at half yearly basis only after successful installation of the entire system on the submission of GST invoice.

I / We hereby declare that I / We have read and understood the above instructions for the guidance to contractor

Signature of contractor :

Date:

Place:

Address : _____

Eligibility Criteria:-

The copies of below mentioned documents have to be submitted in the technical bid i.e.

Envelope 1:

- (1) The contractor / bidder should be authorized from State or central Government.
- (2) Original bid document duly completed in all respect except prices and signed with seal on every pages.
- (3) Tender acceptance letter (As per Annexure I) to be given on company's letter head.
- (4) PAN in the name of the firm/ company/ proprietor.
- (5) Name/s, address, contact number of the proprietor / partners / shareholders of the bidding concern.
- (6) The bidder shall give a declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. agency or PSU.
- (7) GST Certificate.
- (8) Copies of Income Tax returns for the financial years 2018-19, 2019-20 & 2020-21.
- (9) EMD amounting Rs.15,000/- in the form of FD/Cheque/ DD
- (10) Experience certificates on satisfactory performance or work orders for past 3 financial years of similar work.
- (11) New start up / firm /company is exempted from (9) & (10)
- (12) MSE certificate is required for a start up.

Financial Bid:-

Financial Bid:-

1. Must be submitted as prescribed format as per Annexure –II, the cover should be super scribed with FINANCIAL BID.
2. Financial Bid would be opened only for technically eligible bidders on a specific date directed by the Purchase Committee.
3. Financial Bid should not contain any terms and conditions.
4. Any format apart from prescribed format as per Annexure –II would be treated as cancelled.

Evaluation and Award of Tender:-

The Purchase Committee shall open the tenders, after opening of the tenders the Envelope 1 i.e Technical Bid would be evaluated by the Committee, the Envelope 2 i.e Financial Bid will be opened by the same Committee only for those bidders who become technically qualified. Financial Bid opening date would be intimated to the technically qualified bidders.

Captain Mithilesh Kumar.
Nautical Surveyor cum DDG (Tech)
Mercantile Marine Department
Kolkata District.

Annexure-I

Performa of Tender Acceptance Letter (To be given on Company letter head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc, which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) if any issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Annexure II

Financial Bid

(Financial details of the package to be submitted along with the Financial Bid in the letter head of the firm)

The following fees shall be chargeable by us for the Supply and Installation of PUBLIC ADDRESS SYSTEM and Wireless Networking system at Mercantile Marine Department, Kolkata

SL No.	Description of Item	Brand	Qty	Required Unit	Unit Price including GST (Rs.)	Total Price including GST (Rs.)
Total (inc. GST)						

Minimum 1000 meters including all type of cables is to be quoted in the Financial bid.

Any other description about or apart from the components shall also be mentioned in the above rows.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Annexure III

DECLARATION:

I / We here certify that information furnished above is true and to the best of my / our knowledge. I/We understand that if any deviation is of and in above statement at any state, I / We shall be blacklisted and will not have any dealing with department in future. I / We have read the terms and conditions of the Tender Notice along with its annexure.

I hereby confirm that I am authorized to sign the Tender Documents.

I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of price bids or extension thereto as required by the Mercantile Marine Department (MMD) and not to make any modifications in its terms and conditions.

I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Security Deposit, as aforesaid and MMD shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Security Deposit absolutely upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on security deposit.

If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

I/ We certify that the information/documents submitted by me are true and correct. If any misleading/incorrect/false/fake/fraud information/documents are found submitted by me at any stage of evaluation of bid or after award of work/signing of agreement, my EMD/Security deposit shall be forfeited by Mercantile Marine Department.

Date

Witness:

Signature.....

Occupation.....

Address.....

Signature

Name.....

Designation.....

duly authorized to sign & submit tender for
an on behalf of (Name and address of firm)

M/s

Telephone no:.....FAX No.....