



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

Ph.: (03224) 255926, Fax-255927, e-mail : ceo.hda@gmail.com Web.: www.hda.gov.in , Toll Free No.1800-345-3224

NOTICE INVITING OFF-LINE TENDER NO.: 14/HDA/Es of 2019-20

SCHEDULE OF IMPORTANT DATES OF BIDS

Name of Scheme: OPERATION, MAINTENANCE AND MANAGEMENT OF M.V. NIBEDITA FOR TOURISM PURPOSE.

PARTICULAR	DATE & TIME
Date of Issue of NIT	: 03.12.2019.
Date of Pre-bid Meeting	: 05.12.2019 from 3.00 p.m.
Last date for submission of Tender	: 09.12.2019 upto 12.00 noon.
Date & Time of opening of Technical Bid	: 09 .12.2019 at 2.00 p.m.
Date of opening of Financial Bid	: To be intimated through the official website of HDA.
Validity of bid	: <u>120 days</u> w.e.f the date of publishing this NIT
Period of Work	: 03 (three) months.

NOTICE INVITING OFF-LINE TENDER NO.: 14 /HDA/Es of 2019-20

FOR

OPERATION, MAINTENANCE AND MANAGEMENT OF M.V. NIBEDITA FOR TOURISM PURPOSE.

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites Off-line rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	<u>OPERATION, MAINTENANCE AND MANAGEMENT OF M.V. NIBEDITA FOR TOURISM PURPOSE.</u>
2.	Location of Work	:	<u>Kukrahati, Geonkhali, Haldia Dist.- Purba Medinipur & Roychak, Dist.- South 24 Parganas.</u>
3.	Contract Period	:	03 (three) months.
4.	Eligibility and Qualification Criteria		<p><u>Technical:</u></p> <p>The agency should have successfully performed operation of Steel Hull Tourist Vessel for a period of 03 (three) years in Central or State Govt. or in PSU or corporation under Central or State Govt. or in PRI bodies or in local authorities in the last 5 (five) years from the date of issue of NIT with good reputation having single tender value Rs. 1.20 lakh per year.</p> <p>The supporting document of the work executed or undergoing shall be submitted in the format given at Form-I</p> <p>The supporting documents should not be misleading the authority. If the agreement/ ownership document copy has mentioned on multiple nature of works executed by the firm/agency including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding</p> <p>1. Statutory Documents:</p> <ul style="list-style-type: none">a. Work Completion Certificate as Credential (for running work, one 03 (three) years payment bill is required along with work order).b. Filled up Form-Ic. Filled up Form-IId. Latest I.T Returne. GST Registration Certificate

- f. Professional Tax Return
- g. PF, ESI Registration Certificate
- h. Audited Balance Sheet of last 3 Financial years
- i. PAN Card (Xerox Copy)
- j. Duly filled and notarized Affidavit as given in Annexure-I

Financial:

The average Annual Turn Over from contracting business for the past three financial years of the firm should be at least **Rs. 5.0** Lakh. Annual Turnover statement shall be submitted in the Form-II

ELIGIBILITY CRITERIA FOR JOINT VENTURE/CONSORTIUM.

Partnership firm/consortium should submit necessary deed in hard copy along with Part-I of the tender.

i) One of the partners of any joint ventures/consortium has to be designated as lead Partner and the same will be mentioned in MoA/MoU.

ii) Bid from joint ventures / consortium shall be accompanied by a copy of MoA/MoU on a stamp paper of Rs. 100.00 outlining the joint interest to work on the project and specifying the other terms and agreement.

iii) The lead partner must hold 51 % equity capital of the company to be formed between them during the tenure of contract implementation.

iv) The lead partner must have successfully completed similar work having a minimum Single tender value of 50 per cent within the last 5 (Five) years from the Govt./Govt. undertaking/Semi Govt./Statutory body till date of application with good reputation.

v) Each of the other partners shall meet individually not less than 25 % of qualifying criteria mentioned above under any Govt./Govt.

undertaking/Semi Govt./Statutory body within last 5 (Five) years. However the lead partner along with other partner/ partners should jointly meet at least 100 % of the qualifying criteria.

vi) The lead partner shall have to apply for tender on behalf of joint ventures/ consortium along with the MoA/MoU.

vii) In case of any litigation of in the event of any default arises during the execution/Contract period of the agreement, the lead

		<p>partner will remain fully responsible.</p> <p>viii) The successful joint venture/ consortium will have to submit GST registration, PAN card, Trade license and other required documents immediately after issuance of LOI.</p> <p>ix) After the issue of work order, if any of the party dissociates from Joint Venture/Consortium which is detrimental to the interest of HDA, then the parties of the Joint Venture/Consortium shall be liable to pay compensation to the authority as per norms, if any.</p>
5.	Scope of Work	<p>: 100 PAX Steel Hull Tourist Motor Vessel namely M.V. Nibedita will be handed over to the successful bidder for tourism activities in and around Haldia. The scope of work shall include but not limited to:</p> <p>(i) The vessel is generally deployed for providing tourist services mainly on river Hooghly and Haldi. The vessel may ply any other places as and where required by tourists and as directed by HDA.</p> <p>(ii) The operational agency has to manning, maintain and operate the vessel.</p> <p>(iii) The vessel will run initially every Saturday, Sunday and holidays maximum upto 5.00 p.m. The running period may be extended as directed by HDA.</p> <p>(iv) The boarding / arrival places will be Geonkhali/Kukrahati/Raichak or Haldia Township Jetty.</p> <p>(v) The booking of the vessel shall be done from HDA. The agency has to verify and examine the same accordingly</p> <p>(vi) The agency will be responsible for servicing of machinery, general & routine maintenance, survey and running repair of the vessel. In addition, the agency is responsible for cleaning of vessel and seats on regular basis.</p> <p>(vii) The agency has to ensure for operating the vessel with competent engineer / inland master and crew as per statutory requirement of I.W.T. Directorate for entire period of contract.</p> <p>(viii) The crew member/ watchman shall be in proper uniform while on duty. Food & other facilities as per labour & marine law for the crew shall be arranged by the agency, if required.</p> <p>(ix) The vessel shall be made ready by master for operations within one hour of receiving appropriate order from HDA.</p>

		<p>(x) All cost of running, repairs & maintenance and general upkeepment should be borne by the agency. Vessel should always be in good running conditions. Regular spot painting works throughout the year is compulsory. Cost of such painting work should be borne by agency.</p> <p>(xi) Minor repairing works (cost not exceeding Rs. 2000/- per month) should have to be done by the agency at his own cost and arrangement.</p> <p>(xii) The agency will take up the major repairing works only after prior approval of HDA. The cost of major repair, as approved by HDA, will be reimbursed by HDA.</p> <p>(xiii) All running stores, consumable and miscellaneous items including bulb, fuses, cotton rags, waste cotton, soap, phenol, freshener, pesticide etc. will have to be provided by the agency.</p> <p>(xiv) The successful tenderer has to maintain a daily log book for the vessel. All particulars of the vessel including movement of the vessel, engines important parameter, spare used, fuel oil and lube oil consume/bunkered etc. to be log daily and to be signed by the manager in charge/master of the vessel and same should be submitted to HDA every month. The successful tenderer will print sufficient no. of log book and log abstract at their own cost as per Govt. norms.</p> <p>(xv) The agency will arrange fuel and lubricants of appropriate grade for M.E., Gear box, A/E, steering system, D.G. etc. at regular intervals. HDA will reimburse the cost of fuel and lubricants.</p> <p>(xvi) The fuel consumption per hour will be fixed by this authority. During tour only actual consumption of fuel/lubricant are to be borne by HDA.</p> <p>(xvii) Only the appropriate grade/ quality of fuel and lubricants shall be used as directed by HDA.</p> <p>Both Kitchen & Bathroom/Toilet should be cleaned regularly and it should always be odor free.</p> <p>(xviii) The Kitchen room of the vessel should always be hygienically maintained, disinfected, cleaned, garbage removed and free from pests, insects & rodents.</p> <p>(xix) The bathroom/toilet of the vessel should always be odor free, hygienic and insect free.</p> <p>(xx) All the public area should be spotlessly cleaned. The necessary required deodorants disinfectants pesticide, toilet soap, naphthalene balls etc. are to be supplied and use for such purpose at the cost of agency.</p> <p>(xxi) The agency shall ensure that safety is of paramount importance during the entire Contract Period.</p> <p>(XXII) The agency shall ensure to wear life jacket for all passengers/ tourists</p>
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6.	Special Conditions of the License	:	<p>(i) The Agency shall run the vessel only in favorable weather conditions.</p> <p>(ii) The responsibility of safety of all the passengers using such service shall vest with the Agency and in no event will the Authority assume such responsibility or liability or for payment of any damages. It is preferred that at least one person involved with the operations will have Life Saving Techniques certification from National Institute of Watersports (NIWS) or any equivalent institution.</p> <p>(iii) The Agency shall immediately notify and report all minor/major accidents at the site to the Authority.</p> <p>(iv) Adequate Personal Floatation Devices (PFDs) and throwable devices which shall be readily accessible to the passengers shall be maintained in all the boats.</p> <p>(v) Agency is not permitted to levy any hidden charges from the passengers other than the boating fares/ charges.</p> <p>(vi) The Authority or its authorized representatives shall have access at all hours to the site or any part thereof and inspect the services provided by the Agency.</p> <p>(vii) The Agency shall abide by all rules and regulations, orders and instructions that Authority may make from time to time or adopt or issue for the safety and administration of the Service.</p>
7.	Bid Inviting Authority	:	<p>Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: ceo.hda@gmail.com</p>
8.	Date of Pre Bid meeting	:	3:00 p.m. on 05.12.2019 in the Board Room of Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
9.	Last date of submission of Technical Bid and Financial Bid.	:	09.12.2019 upto 12.00 noon at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657.
10.	Opening of technical bid	:	09.12.2019 at 2:00 p.m. at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
11.	Technical Bid Evaluation	:	The technical bid will be evaluated by the tender evaluation committee of HDA. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown if required.
12.	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	:	<u>To be intimated through official website of HDA.</u>
13.	Financial Bid	:	Lump Sum Rate shall be quoted fixed license fee per month (both in words and figure) inclusive of all Taxes including GST.
14.	Validity of Bid	:	120 days
15.	Earnest Money Deposit	:	Rs. 10,000.00 (Ten Thousand) only to be deposited in form of D.D. or Banker's Cheque in favour of Chief Executive Officer,

			Haldia Development Authority payable at Haldia.
16.	Security Deposit	:	10% of the contract value. EMD of the successful bidder will be adjusted with the security deposit.
17.	Important Instructions	:	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. CEO HDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever • All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • The intending bidders are requested to inspect the work site before quoting their rates.

SD/-
Chief Executive Officer
Haldia Development Authority

Memo No.: 2248(12)/HDA/IX-T-21/2012(P-III)

Dated : 03.12.2019.

Copy forwarded for information to:

1. Chairman, Haldia Development Authority
2. The Joint Managing Director, W.B. Transport Corporation Ltd., 37, Despran Sasmal Road, Kol-40.
3. The District Magistrate, Purba Medinipur, Tamluk.
4. The Additional District Magistrate, Haldia, Basudevpur, P.O.- Khanjanachak, Purba Medinipur.
5. The Sub-Divisional Officer, Haldia, P.O.- Khanjanachak, Purba Medinipur.
6. The Block Development Officer, Sutahata & Executive Officer, Sutahata Panchayet Samity.
7. The Chairman Haldia Municipality.
8. The District Information & Cultural Officer, Purba Medinipur
9. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
10. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
11. CA to the CEO, HDA
12. Reception / Notice Board.

SD/-
Chief Executive Officer
Haldia Development Authority

INFORMATION TO THE BIDDERS (ITB)

1. Request for Tender

Tender Document may be obtained from this office's Website www.hda.gov.in or from the office of the CEO, HDA Debhog, City Center, Haldia.

2. Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

Technical Bid: The bid documents shall be submitted in a sealed **Cover A** properly marked as TECHNICAL BID along with NIT No., Name of the work and address of the bidder.

Financial Bid: The bid documents shall be submitted in the letter head of the agency as per the proforma given in Financial Bid Form as annexure-I in to a sealed **Cover B** properly marked as FINANCIAL BID along with NIT No., Name of the work and address of the bidder.

Both the Cover A and Cover B shall be placed within a larger cover and will be marked with NIT No., Name of the Work and address of the bidder.

2.1.1 TECHNICAL BID

1. Statutory Documents:

- a. Work Completion Certificate as Credential (for running work, one 03 (three) years payment bill is required along with work order).
- b. Filled up Form-I
- c. Filled up Form-II
- d. Latest I.T Return
- e. GST Registration Certificate
- f. Professional Tax Return
- g. PF, ESI Registration Certificate
- h. Audited Balance Sheet of last 3 Financial years
- i. Pan Card (Xerox Copy)
- j. Duly filled and notarized Affidavit as given in Annexure-I

8.2 Financial:

The average Annual Turn Over from contracting business for the past three financial years of the firm should be at least **Rs. 5.0** Lakh. Annual Turnover statement shall be submitted in the Form-II

Note: The tender will be summarily rejected if any of these documents are missing in the envelope.

2.1.2 Submission of Hard Copies of the Tender Documents

The copies of document of the Demand Draft/Bank Draft towards the Earnest Money and the hard copies of the Mandatory documents in a sealed **cover A** properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder and Financial Bid complete in all respect in a sealed **Cover B** properly marked as Financial Bid, NIT No. and Name of the work along with name and address of the bidder and both kept in a larger cover proper marked as NIT No., Name of the work along with

Name and address of the bidder shall be received by this office within stipulated date and time.

2.1.3 Receiving of Earnest Money Deposit (EMD)

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia has to be deposited together with the hard copy (**Part – I**) along with a forwarding letter to the tender inviting authority on a Company Letter head.

2.1.4 If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.5 CREDENTIAL

Technical :

The Agency should have successfully executed similar nature of work having single tender value of at least i.e. ₹ 1.2 Lakh per year.

Similar nature of work: The agency should have successfully performed operation of Steel Hull Tourist Vessel for a period of 03 (three) years in Central or State Govt. or in PSU or corporation under Central or State Govt. or in PRI bodies or in local authorities in the last 5 (five) years from the date of issue of NIT with good reputation.

The supporting document of the work executed or undergoing shall be submitted in the format given at Form-I

The supporting documents should not be misleading the authority. If the agreement/ ownership document copy has mentioned on multiple nature of works executed by the firm/agency including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding

Financial :

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than ₹ 5.0 Lakh of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

2.1.6 FINANCIAL BID:

1. The rate is to be quoted both in words and figures clearly in the specified space of the Financial bid Form.
2. The rate is to be quoted by the bidder inclusive of all elements of taxes and duties, like income tax, cess, G.S.T. (as applicable) etc.

- **Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender :

Lowest total (gross) amount of the Financial Bid may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one Tenderer.

4. Payment

Payment will be done against the Monthly bill to be submitted by the agency after verification of the performance and quality of maintenance work. Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

5. Security Deposit

@ 10% of the contract value to be deposited before issuance of Work Order.

E.M.D. will be adjusted with the S.D.

6. Other Terms & Conditions:

- 6.1** Tenderers requested to be present in person during the opening of technical and financial bids.
- 6.2** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 6.3** The agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the agency for the Authority.
- 6.4** The security personnel provided shall be the employees of the Agency and all statutory liabilities should be provided by the agency such as Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities, Workmen's Compensation Act, etc. as per latest Govt. order / Circulars. The list of staff going to be deployed shall be made available to the Authority and if any change is required on part of the Authority fresh list of staff shall be made available by the agency after each and every change. The Agencies/agency shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. etc. **In no case, HDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the agency.**
- 6.5** The Agency will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the CEO, HDA.

- 6.6** All liabilities arising out of accident or death while on duty shall be borne by the agency.
- 6.7** Adequate supervision will be provided to ensure correct & effective performance of the vessel services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises.
- 6.8** Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para – 6(b) of 1700/EMP dated 03.08.1989.
- 6.9** Tenderer can approach only the Assistant Planner-I, HDA for any clarification with respect to this tender.
- 6.10** The decision of authority with respect to this tender is final and binding.
- 6.11** Tenderers who will sign on Tender on behalf of a company or Firm must produce the “Registered documents” in respect of their competency to do so, failing which their tender will not be considered.
- 6.12** The successful Tenderer shall have to start the work at site as directed in the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with HDA without assigning any reason.
- 6.13** The agency shall not engage any such sub agency or transfer the contract to any other person in any manner. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 6.14** An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due as applicable.
- 6.15** No materials and labour charges would be borne by this authority. Workmen are to be engaged as per standard norms of the Labour Contract Act.
- 6.16** Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of service.
- 6.17** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 6.18** The Authority shall have the right, without reason, to have any person removed that is considered to be undesirable or otherwise and similarly Agency reserves the right to change the staff with prior intimation to the CEO, HDA.
- 6.19** The personnel engaged by the agency should be present and done assigned job in his / her duty hours in the assigned place. If the personnel is not found in the assigned places in the assigned hours or the personnel is found in unassigned places in his / her duty hours which it will invite a penalty of amount equal to present minimum wages / 26 in each

occasion. The penalty on this account shall be deducted from the Agency's bills. Further course of action may be taken by the authority, in this regard.

6.20 The personnel engaged by the agency shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.100/- each occasion. The penalty on this account shall be deducted from the Agency's bills.

6.21 The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the public. The Authority shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The agency shall have to arrange the suitable replacement in all such cases.

6.22 The payment would be made on monthly basis for actual personnel supplied by the agency and based on the attendance sheets duly verified by the authority and other supporting documents. No other claim on whatever account shall be entertained by the Authority. The Agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

Agency shall pay their entitled wages within 10th day of the month. It shall not be linked to the payment of the bill.

Payment to such workers must be made by the service providers through cheque/bank transfer. Under no circumstances payments will be made in cash. To ensure this, service providers will get a bank account opened for every engaged worker.

While submitting the bill for the next month, the services provider must file a certificate certifying the following

1. Wages of workers were credited to their bank accounts on (date).
2. ESI Contribution relating to workers amounting to Rs._____ was deposited on (date) (copy of the challan enclosed)
3. PF contribution relating to workers amounting to Rs._____ was deposited on (date) (copy of the challan enclosed)
4. He is complying with all statutory Labour Laws including Minimum Wage Act.

The agency shall compulsorily issue the salary slip to every security guards & gunman.

6.23 The agency shall ensure that its personnel do not at any time, without the consent of the Authority in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Authority and shall not disclose to any information about the affairs of Authority. This clause does not apply to the information, which becomes public knowledge.

- 6.24** In the event of any breach/violation or contravention of any terms and conditions contained herein by the Agency, the Security Deposit of the Agency shall stand forfeited.
- 6.25** Any liability arising out of any litigation (including those in consumer courts) due to any act of agency's personnel shall be directly borne by the agency including all expenses/fines. The concerned agency's personnel shall attend the court as and when required.
- 6.26** The bidder should submit attested copy of registration under the Contract Labour (R&A) Act 1970 of the any employer for whom the Security Agency is currently undertaking the work through contract labour.
- 6.27** The Authority shall not be responsible for providing residential accommodation to any of the employee of the agency.
- 6.28** The Authority shall not be under any obligation for providing employment to any of the worker of the agency after the expiry of the contract. The Authority does not recognize any employee employer relationship with any of the workers of the agency.
- 6.29** The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
- 6.30** Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before **05.12.2019 at 12.00 noon.**
- 6.31** That in the event of any loss occasioned to the Authority, as a result of any lapse on the part of the agency as may be established after an enquiry conducted by the Authority, such loss will be made good from the amount payable to the tenderer. The decision of the CEO, HDA in this regard will be final and binding on the agency.
- 6.32** Any damage or loss caused by agency's persons to the Authority in whatever form would be recovered from the agency.
- 6.33** Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the different estates / premises. Security Money will be released after verification of all the assets in the estates within 6 months after completion of the maintenance period.
- 6.34** Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 6.35 Penalty:** For poor management and loss of any asset in the vessel penalty as decided by the authority will be imposed upon the agency.
- 6.36** Discretion of the authority inviting tender - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent

to which the work would be actually executed will depend on the final decision of the Chief Executive Officer, HDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

SD/-
Chief Executive Officer
Haldia Development Authority

Memo No.: 2248(12)/HDA/IX-T-21/2012(P-III)

Dated : 03.12.2019.

Copy forwarded for information to:

1. Chairman, Haldia Development Authority
2. The Joint Managing Director, W.B. Transport Corporation Ltd., 37, Despran Sasmal Road, Kol-40.
3. The District Magistrate, Purba Medinipur, Tamluk.
4. The Additional District Magistrate, Haldia, Basudevpur, P.O.- Khanjanachak, Purba Medinipur.
5. The Sub-Divisional Officer, Haldia, P.O.- Khanjanachak, Purba Medinipur.
6. The Block Development Officer, Sutahata & Executive Officer, Sutahata Panchayet Samity.
7. The Chairman Haldia Municipality.
8. The District Information & Cultural Officer, Purba Medinipur
9. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
10. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
11. CA to the CEO, HDA
12. Reception / Notice Board.

SD/-
Chief Executive Officer
Haldia Development Authority

FORM – I

**CREDENTIAL CERTIFICATE
(100 % PHYSICAL COMPLETION)**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final bill of successfully performed Ferry Service for a period of 03 (three) years in Central or State Govt. or in PSU or corporation under Central or State Govt. or in PRI bodies or in local authorities in the last 5 (five) years from the date of issue of NIT.	:	
Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

FORM – II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2016-17		
2	2017-18		
3	2018-19		
Total			
Average Turnover			

Note :

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

Signature of the Bidder

ANNEXURE-I

AFFIDAVIT

I,,S/o, aged.....Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with: **“OPERATION, MAINTENANCE AND MANAGEMENT OF M.V. NIBEDITA FOR TOURISM PURPOSE.”** and NIT (OFF-LINE) No. 14/HDA/Es of 2019-20 as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
3. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Name:

Place:

Date:

FINANCIAL BID FORM

SI No	Name of Work	Amount (In Rupees per month)
1.	OPERATION, MAINTENANCE AND MANAGEMENT OF M.V. NIBEDITA FOR TOURISM PURPOSE	
	(The rate is hereby quoted inclusive of all Taxes including GST, as applicable)	

(In words Rupees.....).

** Further, the rate quoted by the agency shall be inclusive all taxes, duties, demands, etc. Including GST.

Signature of the bidder with Designation and company seal

Note: Evaluation of the Financial bid shall be done as per the rate quoted against SI. No. 1 i.e. rate. The rate in words shall the rate against SI. No. 1 of the Financial Bid.