



MEE/ GC1 / 054 / 2017 / Dy.CME(ES&CH)

BUDGETARY OFFER

FOR

**THE WORK OF CLEANING OF TUBE LIGHTS AND FANS AT
VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR 1
YEAR**

Opened 3.00 P.M. on 24.10.2017

**THE CHIEF MECHANICAL ENGINEER
7TH Floor, Centenary Building
Rajaji Salai, Chennai – 600 001.**

BUDGETARY OFFER FOR THE WORK OF CLEANING TUBE LIGHTS AND FANS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR 1 YEAR

TECHNICAL SPECIFICATION

SCHEDULE - 'A'

1.0. GENERAL:

Chennai Port Trust proposes to carryout the work of cleaning of Tube light fittings, CFL fittings and fans at various locations in Chennai Port Trust for 1 year through outside contract.

2.0. SCOPE OF WORK

The scope of the work includes the following:

- (i) Thorough cleaning of tube light fittings, CFL Fittings and its accessories.
- ii) Thorough cleaning of Ceiling fans/wall mounting Fans/Exhaust Fans and its accessories.
- iii) Cleaning shall be carried out with cleaning agent which shall be approved by Engineer in charge.
- iv) The contractor shall maintain a register showing the location, No. of fans and lights cleaned with signature of respective office personnel. The bill shall be claimed with a copy of the register along with invoice.
- v) The total quantities of the tubular lamp fittings, CFL Fittings and ceiling fans/wall mounting Fans/Exhaust Fans to be cleaned once in two months for a period of one year are furnished below:

Sl. No	LOCATION	QUANTITY	
		Tubular lamp fittings in Nos	Fans in Nos.
1	Main Hospital old Building, Main Hospital Annex, Diamond jubilee building	1293	530
2	Old Administrative Office Building & MM(COS) Office Building	689	288
3	Centenary building and VIP Guest house	911	240
4	Division Office (Marine)	28	25
5	Canteen (A.O. Canteen), Industrial canteen (CWS) and Industrial Employees Co-operative Canteen)	249	187
6	Officers Quarters	400	180

	Total	3570	1450
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Note: For any clarifications, if any, the firm may contact the 'Executive Engineer' (ES) at 2nd floor of the Old Administrative Office Building, Tel. Ph. 25362201, Extn. 2542 (or) Dy.CME(ES&CH) at 2nd floor of Old Admn Building, Tel. Ph. 25360628 or www.dycme@Chennaiport.gov.in.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**

BUDGETARY OFFER FOR THE WORK OF CLEANING TUBE LIGHTS AND FANS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR 1 YEAR

SCHEDULE OF PRICES AND QUANTITIES

SCHEDULE 'A1'

Sl. No.	Description of work	Unit	Qty	Rate/Unit Rs.	Amount Rs.
1.	Cleaning of Tube lights fittings, CFL Fittings and accessories. <u>Note:</u> No. of fittings to be cleaned shall be not less than 3570 Nos./two months during the contract period	Nos.	21420		
2.	Cleaning of Ceiling fans / wall mounting Fans/ Exhaust Fans and accessories. <u>Note:</u> No. of fans to be cleaned shall be not less than 1450 Nos./two months during the contract period.	Nos.	8700		
3.	Goods Service tax @ %				
(Rupees				Total Amount	

Firm's Sign and Seal

CHENNAI PORT TRUST
GENERAL CONDITIONS

1. Taxes :

The firm shall furnish the tax invoice as per GST Act/Rules in the name of Chennai Port Trust by mentioning the GSTIN of ChPT and indicating amounts of GST separately. The GSTIN of Chennai Port Trust is 33AAALC0025BIZ9.

The firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of ChPT to avail applicable input tax credit.

Chennai Port Trust shall reimburse the GST component mentioned in the invoice to the Contractor/ Supplies / Vendor only to the extent and on reflection of the same under the GSTIN of ChPT in the GST web portal.

Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc., will be deducted / recovered while accounting for or making payments to the Contractor/Supplier/Vendor as per the applicable laws.

The Contractor should submit the Goods & Services Tax Registration Number and Pan Card Number along with the offer or otherwise the offer will not be considered for further evaluation during quotation.

2. Financial Evaluation:

The Financial evaluation of the Tender will be based on the Base Price of the supply of goods or services or both excluding the applicable GST

3. Completion Period:

The contract period is one year from the date of 7th day of issue of order.

However, the contract period may be extended for further period of one year, if mutually agreed by the contractor and the Port Trust for the same rate and on same terms and conditions.

4. Payment Terms:

100% Payments will be made within 30 days after completion and acceptance of work by the Trust's Engineer.

Payment will be made through e-payment after satisfactorily completion of the work. The payment will be made on production of

pre-receipted bill in the Trust's format and being certified by the Trust's Engineer.

The applicable GST on the taxable value of goods or services or both covered in this contract will be paid by Port as re-imburement on production of documentary evidences/reflection of the same under the GSTIN of ChPT in the GST web portal Applicable Statutory recoveries including TDS under Income Tax, TDS under GST Acts will be deducted / recovered while accounting for or making payments to the Contractor as per the applicable laws.

The Bank account details shall be furnished at the time of submission of bill for arranging payment through ECS along with PAN.

4. Variation:

Variation means variation in quantities of items ie. Where there is increase of quantities of items of work in the agreement. In other words, the nomenclature of work remains the same, but the quantity of variation is maximum 30% against the Tender cost shown in the agreement. The said variation shall be executed after approval of the competent authority.

5. Penalty Clause:

Failure to carryout work as per the prescribed quantity, a penalty of 1.5 times of the charges of the unfulfilled portion will be levied.

6. Guarantee Period:

Guarantee clause is not applicable for this work.

7. Validity:

The validity period for the offer shall be 120 days from the date of opening of quotation.

8. Security Deposit:

- (i) The security deposit in any manner suggested above shall be to the extent of 10 % of the total contract amount of accepted tender towards security for the due fulfilment of the conditions of contract and the Tenderer must execute an agreement in the form hereto annexed. The Demand draft/Bankers' Cheque shall be furnished within 10 days from the date of placement of order. The Demand draft/Bankers' Cheque shall be in favour of the Chairman, Chennai Port Trust payable at Chennai. No interest will be allowed on each deposits.

If the contractor have not remitted the Security Deposit amount within the stipulated time as per the order, necessary interest @ 18% P.a. on SD amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money.

- ii) 10% of the amount deposited by the offerer as security under the agreement will be refunded to the contractor on satisfactory completion of the guarantee period.

8. ESI Clause:

The details of employees proposed to be engaged shall be furnished to this office before the commencement of the work.

- (a) As per the Govt. Notification dated 20.07.2009, Chennai Port Trust has registered under the ESI Act on 26.09.2012 with ESI Corporation and provision of ESI Act, 1948 are applicable to Chennai Port Trust, a Social Security Act, is applicable to Factories using power and employing 10 or more personnel and establishment employing 20 or more persons and drawing wages/salary upto Rs.15,000/- per month. Workers covered under ESI Act, are entitled for full medical care for self and family. Besides, cash benefit in the event of sickness, maternity and employment injury. Accordingly, the contractual/casual employees drawing wages upto Rs.15,000/- per month employed either directly by Port Trust or through contractor are covered under ESI Act, 1948. It is obligatory on the part of the employer to calculate and remit ESI contribution comprising of employers' share of 4.75% plus employees' share of 1.75% which is payable on or before 21st of the following month, to which the salary relates.
- (b) In case of Contractor employs more than 20 employees, they should register their name with ESI as per ESI Act, 1948 and obtain ESI Code. Both Employers share of 4.75% and Employees contribution of 1.75% (recovered from employees), totally 6.5% to be paid as contribution to ESI in their Code on or before 21st of following month to which the salary relates and acknowledgement for the same shall be submitted to the Port while claiming the bill. The bill without the acknowledgment of ESI contribution will not be entertained. In case the contractor has not paid the ESI contribution same will be recovered in the running bill and paid to the ESI Corporation in contractor's code. The delay in payment of contribution payable under the Act may be recovered as an arrear of Land Revenue.
- (c) In case the contractor employs less than 20 employees, the list of employees' names, their father's name, identification proof, one passport photo shall be submitted to the Port Trust. The contribution of ESI amount, both Employers share of 4.75% and Employees contribution of 1.75% (recovered from Employees salary),

totally 6.5% shall be paid by the Contractor in the Chennai Port Trust Code on or before 21st of the following month to which the salary relates or otherwise payment to the contractor will be withheld. If the contractor fails to comply with the above instruction, then the Principal Employer (Chennai Port Trust) will make payment to the ESI Corporation. Such amount will be deducted from any amount due to the contractor. The delay in payment of contribution payable under the Act may be recovered as an arrear of Land Revenue.

(d) As per the above government Notification i) All intending tenderer at the time of Tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.

ii) In case they are covered under ESI Act, they have to furnish the details of registration.

iii) In case the tenderer does not possess ESI Registration at the time of participation in the Tender, then they should obtain registration under ESI Regulations before award of the work by Chennai Port Trust and submit the same within 30 days from the date of issue of work order. Any payment towards the work order will be made only after the ESI registration.

iv) The Tenderer shall submit his first bill together with evidence of having obtained registration under ESI regulations and only then the bill will be processed for payment. Subsequently, the Tenderer should periodically submit to Chennai Port the Form 6 prescribed under ESI Regulations along with the proof for having remitted his dues under ESI Regulations in respect of the workers / labours employed for the work awarded by Chennai Port to facilitate making payment for the bills of the Contractor.

v) In case, the Tenderer is not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit in original affirming before a first class Judicial Magistrate in a Non Judicial Stamp Paper worth Rs.20.00 to that effect.

vi) In case they are not covered under ESI Act, they must additionally indemnify ChPT against all damages & accident occurring to his labour in a Non - Judicial Stamp paper worth Rs.100/-.

10. Other Terms & Conditions:

a) The contractor is advised to visit the Site and get acquainted regarding the nature of the work involved at site conditions before quoting the rate.

b) The technical Specification Schedule 'A' and Schedule of prices

and Quantities Schedule 'A1' to be read in conjunction to ensure the actual supply and works involved.

- c) No Men, Materials, Testing Equipments, Food & Accommodation, Transport will be provide throughout the work departmentally.
- d) The Trust will not be responsible for any loss or damage of the men/materials/tools/plants engaged by the firm during the work at site or transportation.
- e) No Advance payment will be made.
- f) Necessary Entry passes shall be obtained by the Contractor at their own cost with the approval of Port Officials.
- g) The Contractor shall take utmost care during the execution of the work if any damage to port Property, the cost of the damage shall be deducted from the Contractor's bill.
- h) The Chief Mechanical Engineer reserves the right to award any portion of the work or to drop the work altogether at his discretion without assigning any reasons.
- i) For any clarifications, if any of the firm may contact 'Executive Engineer' (ES) Tel. Ph. 25312542, (or) Dy.CME(ES&CH) at 2nd floor of the Old Administrative Office Building, Tel. Ph. 25360628

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**