



NO. MEE /EC1/062/ 2017 /DY.CME(EC&OS)

**QUOTATIONS ARE INVITED FOR COMPREHENSIVE
ANNUAL MAINTENANCE CONTRACT FOR MATRIX
MAKE DIGITAL EPABX MODEL ETERNITY 8S
INSTALLED AT MAIN HOSPITAL IN CHENNAI PORT
TRUST FOR A PERIOD OF ONE YEAR.**

TO SUBMIT QUOTATION BEFORE: 14.30 Hrs on 24.10.2017

**For amendments, if any, visit Trust Website
Website-Address: www.chennaiport.gov.in**

THE CHIEF MECHANICAL ENGINEER

CHENNAI PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
No.1, RAJAJI SALAI, CHENNAI – 600 001.

QUOTATION No.	MEE/EC1/062/2017/Dy.CME(EC&OS)
QUOTATION ARE INVITED FOR	QUOTATIONS ARE INVITED FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MATRIX MAKE DIGITAL EPABX MODEL ETERNITY 8S INSTALLED AT MAIN HOSPITAL IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR
QUOTATION DOCUMENTS	Quotation Documents can be downloaded from the Chennai Port Trust Web site www.chennaiport.gov.in . at free of cost.
VALIDITY OF THE QUOTATION	16 weeks from the date of opening of the Quotation.
DATE OF OPENING OF QUOTATION	24.10.2017 at 3.00 p.m.
VENUE OF QUOTATION OPENING	Quotation will be opened at Conference Hall of Chief Mechanical Engineer's Office, 7 th floor of Centenary Building, Rajaji Salai, Chennai – 600 001.

CHIEF MECHANICAL ENGINEER

QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MATRIX MAKE DIGITAL EPABX MODEL ETERNITY 8S INSTALLED AT MAIN HOSPITAL IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR.

TECHNICAL SPECIFICATION
SCHEDULE - 'A'

1.0 GENERAL

Chennai Port Trust proposes to carryout the Comprehensive Annual Maintenance Contract for Matrix make Digital EPABX Model Eternity 8S installed at Main Hospital for a period of one year

2.0 SCOPE OF WORK

The firm has to attend the breakdown work with in 24 hrs. The firm has to maintain the exchange and do the necessary service and change the spares if necessary maintain the exchange trouble free. The scope of work includes all the spares required for replacement to keep the equipment maintenance trouble free operation except battery.

3.0 OTHER TERMS AND CONDITIONS

- a) The firm shall visit the site before quoting.
- b) The firm shall have service centre at Chennai with trained personnel / Service Engineers qualified to carry out the above work. The address of the Service Centre at Chennai with a proof for the address at Chennai shall be produced along with the quotation.
- c) The rate quoted shall be inclusive of replacement of all spares required of the maintenance of the exchange trouble free.
- d) The contractor shall carryout the work using his own Men, Material, Tools and Transport.
- e) The safe custody of men and materials, tools and plants required for work shall be the responsibility of the contractor. Trust is NOT responsible for any loss of Men, Materials and tools of the contractor inside the Port Premises.
- f) **Contractor shall furnish their GST Registration number along with their offer.**

- g) The contractor shall accept and indicate their acceptance of all the enclosed Trust terms & conditions including ESI ACT.
- h) If any clarification about the work, Contractor may contact “Executive Engineer (E&C), IVth floor of Old Administrative Building, Telephone No: 25312708, Chennai Port Trust.

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CHENNAI PORT TRUST**

QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MATRIX MAKE DIGITAL EPABX MODEL ETERNITY 8S INSTALLED AT MAIN HOSPITAL IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR.

SCHEDULE OF QUANTITIES AND PRICES

SCHEDULE - 'A1'

Sl. No.	Description of Work	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
1.	Annual maintenance contract for matrix make digital EPABX model eternity 8s installed at Main Hospital for One Year	No.	1		
1a.	for GST @.....% item No.1				
TOTAL AMOUNT					

(Rupees _____ only

inclusive of GST)

Contractor's Signature with Seal

THE TRUST'S GENERAL TERMS AND CONDITIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MATRIX MAKE DIGITAL EPABX MODEL ETERNITY 8S INSTALLED AT MAIN HOSPITAL IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR.

1. SCOPE OF WORK

The firm has to attend the breakdown work immediately. Do the necessary repairs/service and change the spares (except battery) if necessary & calibrate the matrix make digital EPABX model Eternity 8s installed at Main Hospital trouble free.

2. PERIOD OF CONTRACT

The contract is for a period of one year from the date of receipt of the order.

3. PRICE:

Price quoted by the Contractor should be firm till completion of the one year contract period.

4. TERMS OF PAYMENT:

Payment will be made within 30 days from the date of pre-receipted bill in the Trust's format from the firm on satisfactory rectification of defects based on the nature of work, the cost of the spares, if any, and the per call rate will be paid on certification by the Trust's Engineer.

Income tax @2% with applicable surcharge shall be levied U/S194 © of income Tax Act 1961.

The contractor shall furnish their Bank details/Account No., copy of Pan Card and MICR No.& IFSC No. in order to effect payment thro' ECS.

“The applicable GST on the taxable value of goods or services or both covered in this tender/contract will be paid by port as re-imbusement 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 vendor as per the applicable laws”.

5. SECURITY DEPOSIT:

5% of the total contract value Inclusive of taxes if any shall be deposited within 10 days from the date of receipt of order in the form of Demand Draft /Bankers Cheque, drawn on any Scheduled Bank/ Nationalized Bank, payable at Chennai which will be refunded after satisfactory completion of contract and acceptance.

If the contractor has not remitted the security deposit amount within the stipulated time in the order, necessary interest @18%P.A. on SD amount will be levied for the delayed remittance from the due date of remittance to date of realization/remittance of money. The contractor shall commence the work only after the payment of security deposit. The security deposit paid by the contractor will be refunded after the completion of contract period.

If the firm has not completed with trust condition, the SD amount paid by the firm will be forfeited and the firm's offer won't be considered for any future supply and contract work in the Chennai Port Trust.

6. PENALTY CLAUSE :

The work shall be completed within 7 days from the date of receipt of work order. Delay in completion of work after 7 days will attract the Liquidated damages i.e. Rs.200/- per day will be deducted from the bill.

7. ESI CLAUSE :

The clauses related to Implementation of ESI Act, 1948 .

- (a) As per the Govt. Notification dated 20.07.09, 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 up to 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 compliance of the ESI Regulation.

- (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 the 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 are 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/-

8. Undertaking:

An undertaking in the format enclosed shall be furnished immediately after placement of the order duly affixing a Special Adhesive Stamp to the value of Rs. 20/-

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**