



CHENNAI PORT TRUST

MEE / GC2 / 18 / 2017 / Dy.CME(ES&CH)

e QUOTATION FOR

**ELECTRIFICATION WORKS AT 1ST FLOOR OF COS OLD
ADMINISTRATIVE OFFICE BUILDING IN CHENNAI PORT
TRUST**

THROUGH E PROCUREMENT ON WEB SITE

e-procure.gov.in

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



CHENNAI PORT TRUST

No.1, Rajaji Salai, Chennai – 600 001.

MEE / GC2 / 18 /2017 / Dy.CME(ES&CH)

Sealed Quotations are invited from eligible, experienced and reputed firms for “**e QUOTATION FOR ELECTRIFICATION WORKS AT 1ST FLOOR OF COS OLD ADMINISTRATIVE OFFICE BUILDING IN CHENNAI PORT TRUST**” as per details furnished hereunder:-

e-Quotation documents can be downloaded from the Trust’s Website.

Online submission opening date: 15.00 hrs. on 31.10.2017

For further details and amendments if any, visit our Website www.chennaiport.gov.in.

CHIEF MECHANICAL ENGINEER

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- l) Bidders to follow the following procedure to submit the bids online through the e-Procurement site <https://eprocure.gov.in>
 1. Bidder should do the registration in the quotation site using the 'Click here to Enroll' option available.
 2. Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
 3. Bidder can use 'My Space' area to update standard documents in advance as required for various quotations and use them during bid submission. This will facilitate the bid submission process by reducing time.
 4. Bidder may read the quotation published in the site and download the required documents/quotation schedules for the quotations he is interested.
 5. Bidder then logs into the site using the secured log in by giving the user id/password chosen during registration and password of the DSC/e-token.
 6. Only one DSC should be used for a bidder and should not be misused by others.
 7. Bidder should read the quotation schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
 8. Bidder should take into account of the corrigendum's published before submitting the bids online.
 10. Bidder must in advance prepare the bid documents to be submitted as indicated in the quotation schedule and they should be in required format. If there is more than one document, they can be clubbed together.
 11. Bidder selects the quotation which he is interested using search option & then moves it to the 'my favorites folder'.
 12. From the 'my favorites folder', he selects the quotation to view all the details indicated.
 13. The Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid.
 14. The Bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.
 15. The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each quotation after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.

16. The quotation system will give a successful bid updation message & then a bid summary will be shown with the bid no. & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
17. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
18. The bid summary will act as a proof of bid submission for a quotation floated and will also act as an entry point to participate in the bid opening date.
19. For any clarifications with the TIA, the bid number can be used as a reference.
20. Bidder should log into the site well in advance for bid submission so that he submits the bid in time (i.e.) on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
21. Each documents to be uploaded online for the quotations should be less than 2 MB. If any document is more than 2 MB, it can be reduced by scanning at low resolution and the same can be uploaded. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
22. The time settings fixed in the server side & displayed at the top of the quotation site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-procurement system. The bidder should follow this time during bid submission.
23. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
24. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used Data storage encryption of sensitive fields is done.
25. Any documents that are uploaded to the server are subject to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyer's public keys. Overall, the submitted quotation documents become readable only after the quotation opening by the authorized individual.
26. Quotationer is required to submit their Quotation through online in the form of single cover system on or before due date of closing time **31 / 10 / 2017 at 15.00 Hrs.** The Quotation received after the due date and time will not be entertained.

Quotation Document can be submitted online only in the designated single cover system on the e-quotation website eprocure.gov.in on or before the due date and time. However, one Hard copy of the Quotation shall be submitted as specified in the Quotation. The time of opening of bid will be on **31/10/2017 at 15.00 Hrs.**

Quotationer should submit the Quotation as per specification indicated in Schedule 'A' and accordance with the General Conditions.

Single cover shall contain scanned copy of the Quotation Document and relevant documents.

Price should be quoted in Online "**Price Schedule – 'A1'** (as per BOQ) only. Price should be quoted in a spread sheet file (.xls format) available in e-procurement portal only. Any indication of 'Quoted price' in the online technical bid documents shall be lead to rejection of the bid outright. For evaluation purpose, the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation.

Note: The bidder shall send the hard copy of Quotation Document signed and sealed to CME, Chennai Port Trust through post or by hand so as to reach on or before the bid opening date for the purpose of realization.

III. **EVALUATION PROCESS:**

- 1) The following points shall be considered by the bidder before submitting the bid:
 - a. It is received by the proposed Due Date and Time.
 - b. It is Digitally Signed.
 - c. It contains the information and documents as required in the Quotation Document.
 - d. It mentions the validity period as set out in the document.
 - e. It provides the information in reasonable detail.
 - f. There shall be no significant inconsistencies between the proposal and the supporting documents.
 - g. The Port Trust reserves the right to reject any Quotation which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Quotations.
- 2) The cost of stamping Agreement must be borne by the successful Quotationer.
- 3) Quotationers should obtain temporary pass from the Port Asst. Traffic Manager (Central Pass Section) near Anchor Gate Hospital or from the office

of the CME's Office, 7th floor, Centenary Building, Chennai Port Trust, Rajaji Salai, Chennai 600 001 to gain entry into the Trust's premises if necessary.

- 4) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the quotations will be taken as valid.

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CHENNAI PORT TRUST
GENERAL CONDITIONS

1. GST Registration Number and PAN CARD Number:

The Contractor should submit the GST Registration Number and Pan Card Number along with the offer without fail failing which your offer will not be considered for evaluation.

2. 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.

3. 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.

4. Completion Period:

Entire work shall be completed within 45 days from the date of receipt of order.

5. Payment Terms:

100% payment will be made for after completion and acceptance of work.

The payment shall be made only for the actual measurements taken at site after the completion of the entire work.

The quantities in the Schedule "A1" are tentative.

Income tax @ 2% with applicable surcharge & education cess shall be levied U/S 194 (c) of Income Tax Act 1961. In case of exemption from the above levy necessary non-deduction certificate shall be produced by the offerer from Income Tax / Commercial Tax office respectively.

The offerer shall quote the Bank Account details for the payment through ECS along with PAN. A copy of the Pan Card shall be furnished.

6. Liquidated Damages/ Late delivey charges:

The Liquidated Damages/Late Delivery Charges shall be deducted from any amount payable to or to be payable to the contractor/supplier including encashment of Bank Guarantee or any securities/guarantees, if any available with the Port Trust.

The maximum amount of Liquidated Damages/Late Delivery Charges shall be worked out based on the total contract/supply order value inclusive of all taxes and duties. In case of part/portions of the contract work/supply order completed and taken possession by the Trust and the Trust operates/can be made for operation of the part portion/supply order, the calculation of Liquidated Damages will be restricted to the uncompleted/undelivered value of the work/supply order subject to the amount of the maximum percentage prescribed for the Liquidated Damages/Late Delivery Charges of the total value of the contract/supply.

The Liquidated Damages/Late Delivery Charges shall be ½% of the contract value per week or part thereof (a week is defined as 7 days inclusive of holidays) subject to a maximum of 10% of the contract value.

If the contract/supply order is delayed after giving due notice, the contract/supply order may be cancelled by the competent authority with the condition that any additional expenditure incurred by the Port Trust in completing the work/supply order will be recovered from the contractor/supplier of the cancelled contract/supply order for non-performance/delay in the execution of the contract/supply.

7.0. Validity:

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

8.0. GUARANTEE PERIOD

- (a) The contractor shall ensure no damage to the any Trust Properties during contract period. If any, the same shall be rectified and / or replaced at free of cost by the Tenderer.
- (b) If during this twelve months guarantee period any defects are noticed, which in the opinion of the Chief Mechanical Engineer are due to bad materials used and/or defective workmanship the Tenderer shall be required to carryout at the Tenderer's cost, such repairs, as the Chief Mechanical Engineer considers necessary or in the event of the Tenderer failing to do this within a notified time the Chief Mechanical Engineer may arrange for such repairs to be carried out and deduct the cost of such rectification of the defects from the amount retained, without prejudice to the recovery of any amount that may have been spent in excess of the deposit. For purposes, the period of 12 months shall count from the date of handing over of the completed part or whole of works by the Tenderer to the Chief Mechanical Engineer.

9.0. 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.

10.0. 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/-.

11.0. Other terms and conditions:

- 11.1. The contractor is advised to visit the site and get acquainted regarding the nature of the work involved at site conditions before quoting their offer.
- 11.2. The technical Specification Schedule 'A' and Schedule of Quantities and prices Schedule 'A1' to be read in conjunction to ensure the actual supply and works involved.
- 11.3. The firm shall furnish their rates in the BOQ.XL format available in e-procurement portal only

- 11.4. Necessary Entry passes shall be obtained by the firm at their own cost with the approval of Port Officials.
- 11.5. 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
- 11.6. 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.
- 11.7. One temporary power supply will be provided by the Trust at works site, but electricity will be charged as per Board's rate in force as per scale of rates.
- a) The Contractor should make Security Deposit equivalent to three months consumption charges as per TNEB norms for Temporary connection.
 - b) The Security deposit will be refunded after the completion of the works.
- 11.8. The remitted 10% Security Deposit of the Contract value shall be refunded after the satisfactory completion of the Guarantee Period.
- 11.9. For any clarification may contact Dy.CME(ES&CH) Tel 25312542 email : dycme@chennaiport.gov.in at 2nd floor of the Old Administrative office building.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**

e QUOTATION FOR ELECTRIFICATION WORKS AT 1ST FLOOR OF MM, OLD ADMINISTRATIVE OFFICE BUILDING IN CHENNAI PORT TRUST

TECHNICAL SPECIFICATION
SCHEDULE - 'A'

1.0 GENERAL:

Chennai Port Trust proposes to carry out the electrification works in 1st floor of MM, Old Administrative office Building in Chennai Port Trust, Chennai - 600 001.

2.0. SCOPE OF WORK

The Scope of Work includes

- i) Dismantling the light fittings, fans, switch boxes and wiring. Removed Light fittings and ceiling / wall fan are to fixed in the existing location with new wiring. Balance unwanted removed materials are to be handed over to the IE section.
- ii) Supply and installation of AC and Lighting cum power Distribution boards comprising of MCCB and MCBs.
- iii) Supply and installation of all wiring materials, accessories and components required for the surface/concealed conduit wiring from existing distribution board to the individual light points, fan points, 5A socket outlet, 15 A, Plug and AC plug etc, through sub switch boards.
- iv) Supply and Installation of all type of flush type 5A switches for lights, fans and 5 A Plug, 15A/5A switches & sockets and 20A switches for AC at various locations to be installed as specified.
- v) Installation of light fittings, fans in the existing location with new wiring.
- vi) Testing, commissioning and guaranteeing the performance as per IS standards and handing over.

3.0. STANDARDS

All the supply items with other components and accessories shall be manufactured, fabricated, transported to site supplied, assembled, installed, tested and commissioned in accordance with the latest Indian Electricity Rules and Regulations.

4.0. MAKE OF THE MATERIALS PREFERRED BY THE TRUST

Sl. No.	Description of the item	Makes preferred
1.	Sub Distribution Board	L & T / LEGRAND / SIEMENS / SCHNEIDER / HENSEL / HAVELLS
2.	MCCB	L&T / SIEMENS / SCHNEIDER / ABB / HAVELLS
3.	MCB	L & T / LEGRAND / SIEMENS / ABB / SCHNEIDER / HAVELLS
4.	FRLS PVC insulated copper conductor single/multi core stranded wires of 650/1100 volt grade	HAVELLS / FINOLEX / RPG / UNIFLEX / NICCO / RR Kables
5.	Steel Conduit/PVC Conduit	BEC / AKG / NIC / AVONPLAST /MODI
6.	Switches, TV & Telephone Socket outlets, Boxes	MK / CLIPSAL / LEGRAND / NORTH WEST /ANCHOR/ HAVELLS
7.	Terminals	DOVELLS

All the materials, terminals and works specified herein and shall be the entire responsibility of the firm.

The supply and works of this interior lighting and electrification detailed and specified in Schedule 'A' and Schedule 'A1'.

5.0 DETAILED SPECIFICATION:

i) AC DISTRIBUTION BOARD:

Supply and installation of AC Distribution board with suitable way comprising of 1 No.100A, TP, MCCB as incomer and 20 Nos. 20 A, SP, MCB as outgoing circuits with suitable copper wires/ busbars for each phase and neutral and all other components and accessories.

ii) LIGHTING CUM POWER DISTRIBUTION BOARD:

Supply and installation of Lighting cum power distribution board with suitable way comprising of 1 No.32A, TPN, MCB as incomer, 10 Nos. 16A, SP, MCB and 15 Nos. 10A, SP, MCB as outgoing circuits with suitable copper wires/busbars for each phase and neutral along with all other components and accessories.

iii) **FLUSH TYPE SWITCHES AND SOCKETS**

Supply and installation of flush type switches, sockets and flush type box shall be provided. The work shall include necessary civil work such as chipping and making the wall good.

iv) **WIRING DETAILS**

The wiring shall be of PVC conduit and shall be of surface/concealed in the building with coupling/bend/elbow etc., and with the PVC insulated unsheathed copper conductor cables of red, yellow and blue colour for phases, black colour for neutral, earth wires in green colour along with adequate quantities of junction and inspection boxes. If necessary, cutting of granite/marble/concrete shall be done by the contractor and made to original. The PVC insulated unsheathed copper conductor cables shall have the number of multi strands and thickness.

Note:

For any clarifications, if any the firm may contact the 'Dy.CME(ES&CH) at 2nd floor of Old Administrative Building, Tel. Ph. 25312542

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**

e QUOTATION FOR ELECTRIFICATION WORKS AT 1ST FLOOR OF COS OLD ADMINISTRATIVE OFFICE BUILDING IN CHENNAI PORT TRUST
SCHEDULE OF QUANTITIES AND PRICES
SCHEDULE – ‘A1’

Sl. No.	Description of the work	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
1.	Supply and installation of AC Distribution board with suitable way comprising of 1 No.100A, TP, MCCB as incomer and 20 Nos. 20 A, SP, MCB as outgoing circuits with suitable copper wires/ busbars for each phase and neutral and all other components and accessories. a) Supply b) Installation	No. No.	1 1		
2.	Supply and installation of Lighting cum power distribution board with suitable way comprising of 1 No.32A, TPN, MCB as incomer, 10 Nos. 16A, SP, MCB and 15 Nos. 10A, SP, MCB as outgoing circuits with suitable copper wires/busbars for each phase and neutral along with all other components and accessories a) Supply b) Installation	No. No.	1 1		
3.	Supply of all materials and accessories to carry out the surface/concealed conduit wiring by using suitable size of PVC with 2 runs 4 sq.mm and one run of 2.5 m PVC insulated unsheathed copper conductor wires from existing DB to SSB, 15A plug, computer plug and AC.	Mtr.	850		
4.	Supply of all materials and accessories to carry out the surface/concealed conduit wiring by using suitable size of	Pts.	105		

	PVC/case and capping with 2 runs 2.5 Sq.mm and one run of 1.0 Sq.mm, PVC insulated unsheathed copper conductor wires for fans, tube lights, etc, through connected junction/ inspection boxes along with flush type control switch along with base plates and ceiling rose including terminations wherever necessary from sub switch board to individual points for light fittings and fans.				
5.	Supply and installation of one number 20A, DP, MCB with suitable metal type enclosure for AC. (C series MCB) for all units. a) Supply b) Installation	No. No.	18 18		
6.	Supply of all materials and accessories to carryout with 2 Nos.5A flush type switch and socket outlet along with base plates including its supply along with suitable box for computer plug instead of gang boxes. a) Supply b) Installation	No. No.	30 30		
7.	Supply and installation of all materials and accessories for 15A/5A flush type switch and socket outlet along with base plates and indication including its supply along with suitable box for all units a) Supply b) Installation	No. No.	9 9		
8.	Supply and installation of all materials and accessories of 5Amps switch and socket outlet to be mounted in the sub switch board itself including the supply of 5Amps modular switch and socket outlet with control switch and base plates and wiring to the plug.	No.	10		

	a) Supply b) Installation	No.	10		
9.	Supply of all materials and accessories to carry out the surface/concealed conduit wiring by using suitable size of PVC/case and capping with 2 runs 28/0.3mm and one run of 14/0.3mm PVC insulated unsheathed copper conductor wires from nearest Sub Switch Board to 5A flush switch and socket outlet along with base plates in the existing box. a) Supply b) Installation	No. No.	10 10		
10.	Installation of surface type tube light fitting suitable for 230V, 1 X 36 W / 2 x 36W, 4 feet fluorescent tube light fitting and suitable 36W lamps.	No.	45		
11.	Installation of Ceiling fan in the existing locations.	No.	38		
12.	Installation of wall fan in the existing locations.	No.	21		
				Sub Total	
				GST @ %	
				GROSS TOTAL	

(Rupees
of all taxes & duties)

only inclusive

Firm's Signature and Seal