

CHENNAI PORT TRUST

M & E.E. DEPARTMENT

M.M. DIVISION

TENDER FORM

Tender No. : ESAN-175544

Date : 06/11/2017

Tender Due Date : 21/11/2017

The Chennai Port Trust requires the following materials, you are requested to participate through NIC Portal. Before submitting your offer, you are requested to go through the Terms and Conditions under mentioned:

SL.NO.	ITEM CODE	DESCRIPTION OF ITEM	UNIT	QUANTITY
1	X8131023	TO PRINT AND SUPPLY OF CHENNAI PORT TRUST SHEET CALENDER 4 COLOUR FOR THE YEAR 2018 AS PER TRUST'S SPECIMEN. FOREIGN ART PAPER OF 170 GSM OF SIZE 16" (INCHES) X 24" (INCHES) WITH METAL WIRE "O" AND METAL HOOK EACH CALENDER SHALL CONSIST OF 7 SHEETS (BOTH SIDE PRINTING i.e. TWO MONTHS PER SHEET BACK & BACK) COVER PAGE SHALL HAVE ONLY SINGLE SIDE PRINTING.	NO	12000.000

a) TENDERERS SHALL BE ONLY FROM CHENNAI BASED FIRMS

b) SCANNED COPY OF CANCELLED CHEQUE LEAF FOR BANK DETAILS , GSTIN NO. REGISTRATION CERTIFICATE AND HSN CODE OF THE QUOTED ITEM SHALL BE SUBMITTED IN COVER I.

c) SPECIAL CONDITIONS(A) AND (B) IS ENCLOSED.

d) Pre-bid meeting will be held on 13/11/17 at 10.30 hrs. closing date of bid submission will be on 20/11/17 at 14.30 hrs & opening date of bid will be on 21/11/2017 at 15.00 hrs.

NB CONDITION:

- 1 Quotations are invited for purchase of subject items through e-procurement. Manual tenders will not be entertained. It is requested to register your Digital Signature Certificate (DSC) in NIC portal at eprocure.gov.in
- 2 After registration, it is requested to inform to our email cos@chennaiport.gov.in / Fax No.044-25383881 so as to include your firm in the e-tender, failing which your firm cannot be participated in the e-tender.
- 3 Tenderers may contact EDP Division over phone 044-25362510 for DSC registration clarification. Regarding Technical clarification contact M.M.Division through e-mail cos@chennaiport.gov.in , m.viswanath62.chpt@gov.in / Fax No.044-25383881.

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For Chief Mechanical Engineer

GUIDANCE TO THE TENDERERS

1.This enquiry is issued under **e-SLT**.

2.TAXES AND DUTIES:

The Trust is not eligible for 'C' or 'D' form. Therefore, Tenderer shall quote full tax applicable.

3.TERMS OF PAYMENT:

The standard terms of payment of Chennai Port Trust is within 30 days from the date of acceptance of supplies. The Tenderer shall confirm the above payment terms in their quotation. To make payment through Online, furnish Name of the bank, branch details, account number, IFS code, MICR code and type of account.

4.INSPECTION:

All supplies are subject to inspection and approval before acceptance.

5.LIQUIDATED DAMAGES CLAUSE/LATE DELIVERY CLAUSE:

This clause is applicable where the value of purchase order exceeds Rs.1 lakh.

a) Where the delivery period is less than 4 weeks:

If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by the Chief Mechanical Engineer, the supplier shall pay or allow the Board a sum equivalent to 1% of the value of the unfulfilled portion of the purchase order price per day, subject to a maximum of 10% of the value of the unfulfilled portion of the purchase order as Liquidated Damages/Late Delivery Charges.

b)Where the delivery period is more than 4 weeks.

If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by Chief Mechanical Engineer, the supplier shall pay or allow the Board a sum equivalent to 1/2% of the value of the unfulfilled portion of the purchase order price per week (7 days) or part thereof, subject to a maximum of 5% of the value of the unfulfilled portion of the purchase order as Liquidated Damages / Late Delivery Charges.

C) In case of part supply, the calculation of Liquidated Damages will be restricted to the incomplete / undelivered value of supply order subject to the amount of maximum percentage prescribed in the Liquidated Damages / Late Delivery Charges of the total value of the order.

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

e) If the supplier has delayed / not supplied after giving due notice, the supply order will be cancelled and any additional expenditure incurred by the Trust in procuring such materials will be recovered from the supplier for non performance / delay in execution of the supply from the money due or belonging to the supplier with the Board.

6. SAMPLES :

Wherever quotations are called for on the basis of departmental samples / specimen, the Tenderer must inspect the departmental samples / specimen, at the 3rd floor of Materials Management Division, Office of the Materials Manager, Chennai Port Trust and then only they should give their quotation.

Wherever samples are called for in the enquiry the Tenderer should send samples to the Tender section, 3rd floor of Materials Management Division, Office of the Materials Manager, Chennai Port Trust before opening the Tender due date and time. The samples of the Tenderers should be tagged and sealed properly duly mentioning the tenderer's name, the Trust's enquiry no. the tenderer's quotation no. etc., It must be noted by the tenderer that all the incidental charges i.e. to and fro charges to be incurred for sending and getting back the samples should be borne by the tenderer. Samples(returnable) not accepted by the Trust should be arranged to be collected by the tenderer within 15 days of receipt of a communication from the Trust to that effect. Thereafter, the unaccepted samples(returnable) will be lying at the risk and responsibility of the tenderer. Further, the unaccepted samples(returnable) not collected within the time given, are liable to be disposed by the Trust as deemed fit and the tenderer will have no claim whatsoever on their samples thereafter.

7.The firm who are not registered with the Trust, should furnish valid Sales Tax Registration Certificate / SSI / NSIC etc along with the quotation and also furnish the documentary evidence to the effect that they are technically competent / dealing with the item quoted without fail.

8.The Chief Mechanical Engineer reserves the right to increase or decrease the quantity to the extent of 25 percent before completion of Contract.

9.All disputes are subject to Chennai jurisdiction only.

INSTRUCTIONS FOR ONLINE BID SUBMISSION
INSTRUCTIONS TO THE BIDDERS TO SUBMIT THE BIDS ONLINE
THROUGH THE e-PROCUREMENT SITE
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the Tender 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 the standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then log into the site using the secured login by giving the user id/password chosen during registration and password of the DSC/eToken.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarification, this may be obtained using clarifications. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder selects the tender which he is interested using search option and then moves it to the 'My favourites' folder.
- 11) From 'My favourites' folder, he selects the tender to view all the details indicated.
- 12) The Bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 13) The Bidder has to enter the password of the DSC/eTOKEN and the required bid documents have to be uploaded one by one as indicated.
- 14) 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 tender after the financial bid. The BOQ file, if found modified by the Bidder, his bid will be rejected.

- 15)The tendering system will give a successful bid updation message and then a bid summary will be shown with the bid no. and the date & time of submission of 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.
- 16)The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 17)The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 18)For any clarification with the TIA, the bid number can be used as a reference.
- 19)The 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, the bidder alone will be responsible.
- 20)Each document to be uploaded online for the tender 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.
- 21)The time setting fixed in the server side and displayed at the top of the tender 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.
- 22)All the data being entered by the Bidder would be encrypted using PKI encryption technique to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not be viewable by any one until the time of bid opening.
- 23)The confidentiality of the bid is maintained since the secured Socket Layer 128 bit encryption technology is used and the Data storage encryption of sensitive fields is done.
- 24)Any Document that is uploaded to the Server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall the submitted tender documents become readable only after the tender opening, by the authorized individual.
- 25)For any queries, the Bidders are asked to contact by email cppp-nic@nic.in or by phone 1800-233-7315 well in advance.

ESAN-175544 dt 06/11/17 due on 21/11/17

Special Conditions (A):-

1. Tenderer shall be only from Chennai based firms
2. Tenderer shall have 4 colour CPC-(Computer Print Control) machine. The press will be inspected by the Chief Mechanical Engineer or his representative if necessary. The Trust reserves the right to reject the tenders who do not have the required facility.
3. The Trust's requirement is 170 GSM. However, +/- 5% variation will be allowed only on 170 GSM at the time of supply.
4. **Sample:** Sample paper proposed to be used for printing of the calendars shall be submitted physically in Tender Section of Materials Management Division (III floor) 1, Rajaji Salai, Chennai Port Trust, Chennai-1 duly indicating the GSM. Without receipt of sample papers offers will not be considered.
5. The name of the "Chennai Port Trust" shall be printed in English, Tamil and Hindi.
6. Each Calendar shall consist of 7 sheets (both side printing i.e. two months per sheet back & back) Cover page shall have only single side printing. The first sheet will be wrapper with photo as per specimen. From the second sheet onwards each sheet shall contain two months i.e. January to December in six sheets back and back. 4 colour PHOTOS should be printed on each sheet.
7. The Holidays and Sundays shall be printed either in Red or Maroon colour. Besides the second and fourth Saturdays shall be printed in light Blue colour. The days other than Sunday, Holiday and second and fourth Saturdays shall be printed in peacock blue colour or as specified in the order. The Board's closed holidays shall be shown in Box as in the specimen. The alignment of the dates shall be adjusted in all sheets as required. Any minor modifications to the above shall be carried out without any extra cost.
8. The Telephone number, e-mail, Fax No, Website address etc., should be printed on the bottom portion as in the specimen or as required.
9. The specimen calendars of the Trust can be inspected at "S" section(3rd floor) of Materials Management Division, Opposite to Reserve Bank of India, Chennai 600 001 during working hours.
10. The specimen calendar of the Chennai Port Trust is only to show the design and general get up. The quality of paper should be as per specification. Any modification, changes etc., if any required shall be done without extra cost.

11. **Packing:** The calendars shall be packed in bundles of 25 nos. Any shortage found in the bundles later should be made good by the supplier.

Special Conditions (B):-

- a) The Tenderers are requested to inspect the Trust Specimen/Sample calendar at Materials Management Division during week days on working hours.
- b) The rates quoted should be inclusive of all charges for printing in 4 colours and no extra charges will be paid other than the rates quoted under any circumstances.
- c) The Art work/Proof for Ch.P.T. calendar should be got approved by the Trust's Chief Mechanical Engineer within 7 days from the date of handing over of material.
- c) The rates should be quoted for Chennai Port Trust calendar as per number basis only. The rates shall be inclusive of all charges packing and delivery at the Trust's Receipt and Clearance Depot, Chennai 600 009.
- e) **DELIVERY SCHEDULE:** The entire supply be completed within 15 days from the date of approval. This shall be confirmed in your tender.
- f) The Trust reserves the right to increase or decrease the quantity up to 25% on either side.
- g) Tolerance of +/-5% on thickness of paper and 0.6 cm on overall size will be allowed at the discretion of the Chief Mechanical Engineer at the time of inspecting the supplies.
- h.) Photographs will be supplied by the Trust . Layout/design to be executed at Printers cost.