

**CHENNAI PORT TRUST**  
**No. 1 RAJAJI SALAI**  
**CHENNAI - 600001**

**Quotation For Replacing the Damaged AC Sheet and  
Northern Light Roof at Central Work Shop, Plating Shop &  
Welding Shop in Ex(C)B Division**

**CIVIL ENGINEERING DEPARTMENT**

QUOTATION NOTICE NO.Q/WMA3/149/2017/E

**THROUGH E-PROCUREMENT MODE**

Due Date of online submission : 15.00 Hrs. on 26.04.2017  
Due Date & Time of bid opening : 15.45 Hrs. on 27.04.2017

**CHENNAI PORT TRUST**

**CIVIL ENGINEERING DEPARTMENT**

**Quotation For Replacing the Damaged AC Sheet and Northern Light  
Roof at Central Work Shop, Plating Shop & Welding Shop in Ex(C)B  
Division**

**THROUGH E-PROCUREMENT MODE**

**CONTENTS**

	<b>Page No</b>
1. OBR -- On line Bid Reference	1
2. NIQ -- Notice Inviting Online Quotation	2
3. Instructions for online bid submission	3
4. SCHEDULE-A -	
General Rules and Directions for the Guidance	9
5. SCHEDULE-B	
Special Conditions	14
6. SCHEDULE-C	
General Conditions of Contract	17
7. ANNEXURE - I	20
8. Schedule of Drawing	24
9. Preamble to the Bill of Quantities	25
10. Bill of Quantities	26

\* \* \* \* \*

**CHENNAI PORT TRUST**

**CIVIL ENGINEERING DEPARTMENT**

**ONLINE BID REFERENCE**

**Quotation For Replacing the Damaged AC Sheet and Northern  
Light Roof at Central Work Shop, Plating Shop & Welding Shop  
in Ex(C)B Division**

**THROUGH E-PROCUREMENT MODE**

PERIOD OF DOWNLOADING  
BIDDING DOCUMENT : 13/04/2017 To 26/04/2017

LAST DATE & TIME FOR  
ONLINE SUBMISSION OF BID : 26/04/17 TIME 15.00 HOURS

TIME & DATE OF  
OPENING OF BID : 27/04/17 TIME 15.45 HOURS

PLACE OF OPENING  
OF BID : CHENNAI PORT TRUST,  
III<sup>rd</sup> FLOOR, ADMINISTRATIVE  
OFFICE BUILDING,  
No.1, RAJAJI SALAI,  
CHENNAI – 600 001.

**CHIEF ENGINEER  
CHENNAI PORT TRUST**

**Notice Invitation Quotation thro'e-portal mode**

**CHENNAI PORT TRUST  
CIVIL ENGINEERING DEPARTMENT**

No.1 Rajaji Salai,  
Chennai – 600001

Quotations are invited from the contractors who are satisfying the eligibility criteria for the work of “ Quotation for Replacing the damaged AC sheet and northern light roof at Central work shop, Plating shop & Welding shop in Ex(C)B division .” as per the details furnished hereunder.

Estimated Cost:Rs 4,63,311/-

EMD: Rs. 9300/-

**Completion period: 90 days**

(i) Should have successfully completed similar works during last 7 years (as on 31.03..2017).

a) Three similar completed works each costing not less than 40% of the present estimated cost i.e. Rs.1.85 lakhs (or)

b) Two similar completed works each costing not less than 50% of the present estimated cost i.e. Rs.2.32 lakhs (or)

c) One similar completed work costing not less than 80% of the present estimated cost i.e. Rs.3.71 lakhs and

(ii) Average Annual turnover during the last 3 years (as on 31st March 2016) should be atleast 30% of the present estimated cost. i.e., 1.39 lakhs

Documentary proof such as work order and completion certificate for experience and audited balance sheet, profit & loss account statement for annual turnover for meeting all the eligibility criteria shall be enclosed with the quotation in original or copies. If the bidder has executed the work for private firms or as a sub contract, the TDS certificate for the particular year along with the above documents shall be submitted The bids of those firms who do not meet the eligibility criteria shall be treated as invalid and summarily be rejected.

Note: “Similar work” means “Any Civil Engineering work”

Quotation documents can be obtained from the AO (Cash.) on payment of Rs.525/- (inclusive of VAT @ 5%). Pay order/ Demand Draft/Bankers cheque towards cost of the document should be drawn in favour of “The Chairman, Chennai Port Trust” payable at Chennai.

Note: The exemption certificate from NSIC/MSME is applicable for exemption from payment of EMD only and the tenderers are required to pay Rs 525/- towards cost of quotation document failing which their quotation will be rejected.

Down loading period of bid document : **13.04.2017 to 26.04.2017**

Start date & time for online bid submission : **20.04.2017 at 12.00 hrs**

Last date & time for online bid submission : **26.04.2017 at 15.00 hrs**

Date & Time of opening of bid : **27.04.2017 at 15.45 hrs**

For details, visit our web site [www.chennaiportgov.in](http://www.chennaiportgov.in) & <http://eprocure.gov.in>

Q/WMA3/149/2017/E

CHIEF ENGINEER

**CHENNAI PORT TRUST**

**CIVIL ENGINEERING DEPARTMENT**

**Quotation For Replacing the Damaged AC Sheet and Northern Light Roof at Central Work Shop, Plating Shop & Welding Shop in Ex(C)B Division .**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

**I Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://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 MTNL/SIFY/TCS/nCode/eMudhra 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 tenders / quotations and use them during bid submission. This will facilitate the bid submission process by reducing time.
4. Bidder may read the tenders / quotations published in the Port web site and download the required documents/tender schedules for the interested tenders.
5. Bidder then logs into the site using the secured login by giving the user id/password chosen during registration and password of the DSC/e-token class-III.
6. Only one DSC/e-token class-III should be used for a bidder and should not be misused by others. If a bidder uses more than one DSC token, the bid would summarily rejected.
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 clarifications, this may be clarified through online. Bidder should take into account of the Addendums published before submitting the bids through online.
9. Bidder must prepare the bid documents to be submitted in advance as indicated in the quotation and it should be in required

- format. If there is more than one document, they can be clubbed together.
10. Bidder should submit the EMD as specified in the quotation. The original should be posted/couriered/given in person to the specified location as per Quotation Document, latest by the date and time of bid submission.
  11. Bidder selects the interested tender by using search option & then moves it to the 'My Favorites Folder'.
  12. From the 'My Favorites Folder' he selects the tender to view all the details indicated.
  13. The Bidder should reads the terms & conditions and accepts the same to proceed further to submit the bid.
  14. The Bidder has to select the payment option as offline to pay the EMD and tender document cost as applicable.
  15. The details of the DD instrument / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 15 (a).

<b>1. EARNEST MONEY DEPOSIT</b>	Rs.9,300/- (Rupees nine Thousand three Hundred only)
---------------------------------	------------------------------------------------------

<b>MODE OF PAYMENT OF EMD</b>	In the form of Demand Draft /pay order/ Bankers Cheque from Nationalized Bank/Scheduled Bank in single instrument only drawn in favour of 'The Chairman, Chennai Port Trust' payable at Chennai – 600 001.
-------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

As per MSME Act, 2006 (or Erstwhile NSIC Registered parties), Central/State/PSUs will be exempted for submission of EMD, provided party is registered for the similar nature of works as in the tender / quotation. However, ChPT reserves the right for rejection of the tender if the certificate submitted by the tenderer is found unsatisfactory for exemption of EMD. Bidder of this quotation shall upload a

scanned copy as proof of EMD instrument in the Quotation Document – while submitting the quotation electronically in the e-procurement Portal. The original EMD instrument must reach the Chennai Port Trust, Chennai in corresponding address before opening of bid as per the date and time given in this quotation. Mere uploading proof of EMD instrument in the portal and non-submission of the original EMD instrument at the address given before the bid opening date and time will lead to disqualification of the bid by the bidder.

Original EMD instrument (DD/ pay order/ BC/ copy of exemption certificate) should be sealed in an envelope and reached to IIIrd Floor, Administrative office Building, Chennai Port Trust, No.1, Rajaji Salai, Chennai – 600 001. Clearly mention the Quotation No., Subject of the Quotation and Name of the Party on the Envelope on or before due date and time.

- 16 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.
- 17 The rates offered details have to be entered separately in a spread sheet file (xls format Price bid) in the space allotted and should be updated as BOQ.xls file for each tender / quotation. The BOQ file, if found modified by the bidder, his bid will be rejected.
  - 17.1 The item rate is to be indicated against each item of work/s.
  - 17.2 The rate will be applicable to the item against which the rate is quoted.
  - 17.3 The figures entered in the column notified as Rates will have automatic conversion to words in next column and thereafter the amount is calculated with multiplication of rate and quantity. This would be carried forward until end of BOQ and the total amount is calculated automatically and tenderer need not insert anything other than rate in figures and name of the firm.

- 17.4 The tendering system will give a successful bid updation message and then a bid summary will be shown with the bid no., the date and time of submission of the bid and all other relevant details. The bidder has to submit the relevant documents required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 17.5 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 tender floated and will also act as an entry point to participate in the bid opening date.
- 19 For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference.
- 20 Bidder should log into the site well in advance for bid submission so as to submit 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 document to be uploaded online for the tenders 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 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.
- 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 & cannot be viewed by any one until the prescribed date & time of bid opening.
- 24 The confidentiality of the bid is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done
- 25 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.
- 26 For any queries related to portal, the bidders are asked to contact by Mail [cppp.nic@nic.in](mailto:cppp.nic@nic.in) or by phone 1-800-233-7315 well in advance.



- 27 Tenderer is required to submit their quotation through online in the form of Single Cover System on or before schedule bid due date of closing and time as notified in NIQ. The quotation received after the due date and time will not be entertained.
- 28 Quotation Document can be submitted online only in the designated e-procurement portal eprocure.gov.in on or before the due date and time. The time of opening of technical bid will be as notified in the NIT.
- 30 Tenderer should submit the quotation as per specification of work, drawings and in accordance with the instructions to bidders, General Conditions of Contract.

**II. The bid shall contain the following:-**

1. Scanned Copy of two demand drafts towards EMD and Quotation document Cost.
2. Scanned copy of work order / agreement and completion certificate for similar works.
3. Scanned CA certified copy of Auditors balance sheet, P and L account Statement during last 3 years.
4. Quotation document contained Schedule A, B and C with schedule of drawing.
5. PF & ESI registration certificate

The original Demand Draft /pay order/ Banker's Cheque towards EMD and Quotation document cost must reach Chennai Port Trust in corresponding address before opening of Bid as per the date and time given in this quotation.

**Price Schedule (BOQ)**

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 bid documents shall lead to rejection of the bid outright.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation.

**III. EVALUATION PROCESS:**

- 1) A proposal shall be considered responsive if –
  - 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. Contains EMD and cost of the quotation document (wherever applicable).
  - e. It contains information in formats specified in the Quotation Document.

- f. It mentions the validity period as set out in the document.
  - g. It provides the information in reasonable detail. The Port Trust reserves the right to determine whether the information has been provided in reasonable detail.
  - i. There are no significant inconsistencies between the proposal and the supporting documents.
  - j. The Technical and financial qualification conforms to as specified in the qualification criteria of General Rules and directions for the guidance of the Tenderer.
  - k. A Quotation that is substantially responsive in one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the Tenderer or (2) which limits in any substantial way, inconsistent with the Quotation document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Applicant presenting substantially responsive bids.
    - l. The Port Trust reserves the right to reject any tender 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 Tenders.
  - m. The Port Trust would have the right to review the Technical & Financial Qualification and seek clarifications wherever necessary.
- 2)** Since the quotation involves selection based on qualification criteria, the Chief Engineer will examine and seek clarification if any and list out the firms, which are found technically suitable and accepted the same for ranking for awarding of contract and EMD will be returned to the disqualified tenderers.
- a. Tenderers should obtain temporary pass from the Port Asst. Traffic Manager (Central Pass Section) near Anchor Gate Hospital or from the SE(MDO), 3<sup>rd</sup> Floor, Administrative Office Building, Chennai Port Trust, Rajaji Salai, Chennai – 600 001 to gain entry into the Trust's premises if necessary.
  - b. 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 tenders will be taken as valid.

**CHIEF ENGINEER  
CHENNAI PORT TRUST**

**CHENNAI PORT TRUST**  
**CIVIL ENGINEERING DEPARTMENT**

**SCHEDULE - A**

**GENERAL RULES AND DIRECTIONS FOR GUIDANCE**

**Quotation For Replacing the Damaged AC Sheet and Northern  
Light Roof at Central Work Shop, Plating Shop & Welding Shop  
in Ex(C)B Division**

**1. Deadline for submission of Quotation:**

**1.1 Online tenders through e-procurement mode are invited by Chennai Port Trust from reputed Contractors for executing the work of “Quotation For Replacing the Damaged AC Sheet and Northern Light Roof at Central Work Shop, Plating Shop & Welding Shop in Ex(C)B Division ” under single cover system. The estimated cost put to Quotation is Rs.4,63,311/-**

1.2 The Quotation document through **e-procurement mode** is open from **13.04.2017 to 26.04.2017** can be downloaded from the Ch.P.T official website and through e-procurement portal link.

1.3 One set of Quotation document consists Schedule A – GENERAL RULES AND DIRECTIONS FOR GUIDANCE, Schedule B & C for conditions of Contract including drawings and Bill of Quantities

1.4 The complete Quotation document including drawing can be downloaded from Chennai Port Trust website: [www.chennaiport.gov.in](http://www.chennaiport.gov.in) and e-procurement portal link and submit as Quotation offer on or before the due date and time of submission. They shall have to pay **Rs.525/-inclusive of VAT (Rupees Five Hundred and twenty five only)**, towards the cost of Quotation in the form of DD instrument. The tenderer shall upload the scanned copy of the DD instrument towards the cost of Quotation set as proof of payment in the Quotation document - while submitting the Quotation electronically in the **e-procurement** Portal. The DD instrument in original shall be forwarded along with EMD to reach ChPT before opening the technical bid. Mere uploading of proof of DD towards cost in the **e-procurement portal** and non submission in original to Ch.P.T may lead to technical disqualification of bids.

## **2. Quotation Prices**

- 2.1** Unless stated otherwise in the Quotation documents, the contract shall be for the whole works as described in NIQ based on the unit rates and prices quoted by the tenderer in Bill of quantities.
- 2.2** Items against which no rate or price is entered by the tenderer will not be paid for and when executed, such items, shall be deemed to have been covered by the other rates and prices in the Bill of quantities. In case, the tenderer not accepted to carryout the items for which rates not-quoted within the quoted price, the offer submitted by the firm will be treated as rejected and the EMD amount paid by the tenderer will be forfeited.
- 2.3** The amount quoted by the tenderer in the Bill of quantities shall allow for all costs including labour, materials, equipment, transport charges, tests, etc. payable.

## **3. Validity of Quotation**

Quotation shall remain valid for a period of **60 days** from the last date of online submission of offer.

## **4. Eligible Tenderers**

The Bids are invited from the bidders who fulfill the eligibility criteria furnished hereunder:

- (i) Should have successfully completed “similar works” during the last 7 years. (As on 31.03.2017)
- a) Three similar completed works each costing not less than 40% of the present estimated cost i.e. Rs.1.85 lakhs (or)
- b) Two similar completed works each costing not less than 50% of the present estimated cost i.e. Rs.2.32 lakhs (or)
- c) One similar completed work costing not less than 80% of the present estimated cost i.e. Rs.3.71 lakhs and
- (ii) Average annual turnover during the last 3 years (as on 31st March 2016) should be at least 30% of the present estimate cost. ie., Rs.1.39 lakhs.
- (iii) PF & ESI Registration certificate

Documentary proof such as work order and completion certificate for experience and audited balance sheet, profit & loss account statement for annual turnover for meeting all the eligibility criteria shall be enclosed with the tender in original or copies. If the bidder has executed the work for private firms or as a sub contract, the TDS certificate for the particular year along with above mentioned documents shall be submitted. The successful bidder should produce original documents for verification by the Chief Engineer or his representative at the stage of Evaluation or as and when required before finalising the tender. The bids of those firms who do not meet the eligibility criteria shall be treated as invalid and summarily be rejected:

“Similar Works” means “**Any civil Engineering work**”.

- 4.1 The quotations of those bidders who satisfy the eligibility criteria set forth in the NIQ and Quotation Documents only will be considered for ranking for awarding the contract.
- 4.2 To assist in the examination and comparison of the Quotations, the Chief Engineer may, at his discretion, ask any bidder for clarification / shortfall of document for evaluation purpose, if necessary.
5. **Earnest Money Deposit (EMD)**
  - 5.1 The EMD of **Rs.9,300/- (Rupees nine Thousand three Hundred only)** shall be paid as described in the succeeding clause.
  - 5.2 The EMD shall be submitted in the form of Demand Draft/ pay order/Bankers Cheque from any Nationalized Bank/ Schedule bank in single instrument only drawn in favour of ‘**The Chairman, Chennai Port Trust**’ payable at Chennai-600001.
  - 5.3 The tenderer who is exempted for payment of EMD from NSIC shall submit a copy of Exemption Certificate and upload a scanned copy.
  - 5.4 The proof of EMD shall be uploaded as a scanned copy of the instrument through **e-procurement mode** under the Tender Document – Technical Bid while submitting tender electronically in the e-procurement portal. The original EMD must reach Chennai Port Trust in corresponding address before opening of Technical Bid as per the date and time given in this Quotation. Mere uploading of EMD document in the portal and non-submission of the original EMD at

the address given below before the Technical Bid opening date & time will lead to technical bid opening disqualification of the bid by the bidder:-

Chief Engineer,  
No.1,Rajaji salai,  
3rd Floor, Administrative office building  
Chennai Port Trust,  
Chennai – 600 001.

**The original EMD instrument (DD/BC/ Copy of Exemption Certificate should be sealed in an envelope) can also be dropped in the Quotation Box kept at the above address.**

5.5 The Quotation offer shall have to be submitted by the tenderer only through **e-procurement mode** as explained in the Quotation Document.

**6. Opening of Quotation**

The due date of opening of offers will be **27.04.2017 at 15.45 hrs**, unless otherwise notified. In the event of changes in the schedules, the Chief Engineer, Chennai Port Trust notifies the same only through [www.chennaiport.gov.in](http://www.chennaiport.gov.in) and e-procurement portal link.

**7. Refund of EMD**

**7.1** EMD for unsuccessful Tenderers will be refunded after finalisation of award of contract to the successful Tenderer. The stamped receipt for refund of EMD should be submitted by the tenderer after the opening of offers.

**7.2** The EMD of the successful tenderer will be refunded only after the remittance of security deposit in any manner as defined in clause 8 of Special Conditions of tender. Alternatively, the successful tenderer shall when his quotation is accepted, furnish security as specified in the clause 8 of Special conditions after giving credit to the amount deposited by him as earnest money. The earnest money shall retain its character, as such, till the successful tenderer furnishes the security deposit. To claim exemption from payment of SD, the waiver of SD to the prescribed limit will be applicable with respect to the monetary limit furnished in NSIC certificate,

8. The Employer/Board do not bind themselves to accept the lowest or any Quotation and reserve the right to accept any Quotation in part or to reject any Quotation without assigning any reason there for.
9. The prospective Tenderer shall submit queries if any through e-tendering portal addressed to the Chief Engineer, Chennai Port Trust, Chennai in connection with this Quotation well in advance, so that the queries can be clarified. The bidders queries will be clarified through e-procurement portal.
10. If the offers are not received according to the instructions detailed here above, they shall be liable for rejection.

**CHIEF ENGINEER  
CHENNAI PORT TRUST**

**CHENNAI PORT TRUST**  
**CIVIL ENGINEERING DEPARTMENT**  
**Quotation For Replacing the Damaged AC Sheet and Northern**  
**Light Roof at Central Work Shop, Plating Shop & Welding Shop**  
**in Ex(C)B Division**

**SCHEDULE 'B'**

**SPECIAL CONDITIONS**

1. The work shall be completed within ninety **(90) days** from the seventh day of placing the order (or) the actual date of starting the work whichever is earlier.

**2. CEMENT REQUIRED FOR THE WORK.**

No cement is involved in this work.

**3. STEEL REQUIRED FOR THE WORK.**

No steel is involved in this work.

**4. SUPPLY OF DRINKING WATER AT THE SITE OF WORK:**

The Contractor shall make his own arrangements.

**5. SUPPLY OF WATER FOR THE WORK:**

No water is involved in this work.

**6. Electricity Supply for Works:**

No electric supply is required for this work.

**7. MISCELLANEOUS CONDITIONS:**

(a) The Chief Engineer shall have the right to omit at his discretion one or more items of work when placing the order.

(b) The quantities indicated in the schedule are only approximate and can be increased or decreased at the discretion of the Chief Engineer. However, the consequent variation in the Total Contract Value will be



limited to 20%. The rates quoted shall be firm for such variation. In case the variation results in the total contract value exceeding the prescribed percentage revision of rates, if any, shall be applicable only for that portion of the contract carried out in excess of the permissible percentage.

**8. SECURITY DEPOSIT:**

The Contractor shall deposit 5 % of the contract value as Initial Security Deposit for the due fulfillment of the conditions of the contract, within 7 days of receiving the order failing which the order shall be cancelled and other arrangements made for executing the work. In addition to the Initial Security 5% shall be recovered from the successive part bills to fulfill the contract. The Security Deposit shall not bear any interest and the Security Deposit shall be forfeited in whole or part at the discretion of the Chief Engineer, if in his opinion the contractor has failed to fulfill any of the conditions of the above contract. The Security Deposit shall be refunded to the contractor along with the bill after the work is completed satisfactorily and certified by the Chief Engineer to that effect.

**9.** The Contractor should produce Xerox copy of the photo identity card in the form of ration card or voter's list for the Contractor and workers engaged by him to issue Harbour entry pass. The Harbour entry pass can be used along with the Xerox copy of the photo identity issued by Government Authority.

**10.** The Workers should be in position to produce the Harbour entry pass issued by the trust along with the photo identity card for verification purpose during the work at the port. Also the workers shall not indulge in any other undesirable / objectionable activities like pilferage or stealing the materials from the Port, for which act, the contractor only will be held responsible and the work undertaken by the Contractor will be terminated with immediate effect.

**11.** The list of persons engaged by the contractor with detailed addresses should be furnished to the Chief Engineer's representative / Executive

Engineer concerned and the same will be forwarded to the police station concerned for verification of character and antecedents.

**12. Compensation for delay:**

If the contractor fails to complete the work in all respects within the time specified or within the extended time that may be allowed by the Engineer, the contractor shall pay or allow to the Board a sum of contract as liquidated and ascertained damages and not by way of penalty, for every day/week or part thereof beyond the said period or extended period as the case may be during which the work shall remain unfinished. Such damages will be deducted from any Amount payable to or to be payable to the contractor including encashment of Bank Guarantee or any Securities/ Guarantees, if any available with the Port Trust. The maximum Amount of Liquidated Damages will be worked out based on the Total Contract value inclusive of all Taxes and Duties thereon.

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 will be worked out as follows;

i).The Liquidated Damages/ Late Delivery charges whose period of contract / delivery is above four weeks, Liquidated Damages/ Late Delivery charges will be ½% (half percent) per week or part thereof of the total value of the contract subject to a maximum of 5% of the total value of contract.

The payment of such damages does not relieve the contractor of his obligations to complete the works or from any other of his obligations or liabilities under this contract.

**CHIEFENGINEER  
CHENNAI PORT TRUST**

**CHENNAI PORT TRUST**  
**CIVIL ENGINEERING DEPARTMENT**  
**Quotation For Replacing the Damaged AC Sheet and Northern**  
**Light Roof at Central Work Shop, Plating Shop & Welding Shop**  
**in Ex(C)B Division**

**SCHEDULE 'C'**

**GENERAL CONDITIONS**

1. No materials will be supplied free by the Trust and it is the responsibility of the contractor to procure and supply all the materials required for the work at their cost.
2. If any materials issued to the contractor by the Trust for the use on the work is lost or damaged, the cost thereof at the prevailing market rate or at the Trust's issue rate whichever is higher plus 20% storage charges in either case will be recovered from any money due or that may become due to the contractor.
3. The quantities given in the schedule of quantities are those upon which the approximate estimated cost of the work is based but they are subject to alterations, omissions, deductions and additions and do not necessarily show the actual quantities of the work to be done.
4. The specification of all other materials shall be as per the Civil Engineering Works Manual of Chennai Port Trust with latest amendments unless otherwise specified and/or relevant Indian Standard specifications as applicable. All BIS specification referred to in this schedule shall be the latest version.
5. The work is to be carried out with due diligence and executed to a workman like manner. The material used when supplied by the contractor is to be of the best of its kind and in all cases to be subject to the approval of the Chief Engineer whose decision to the rate of progress the quality of the work or materials, sizes etc., is final
6. The Chief Engineer may cancel the contract at his option at any time without notice for any reason including poor progress of work and may remove bad work or materials and have it replaced deducting the value of the work rejected or materials removed and the cost of replacing it as he may think proper from any amount due or that may become due to the contract. The decision of the Chief Engineer is final and will be binding on the contractor.

7. In case the contractor leaves the work incomplete the Chief Engineer shall have the right to have the work completed through any other agency and recover the extra expenditure incurred by the Trust in so doing from any money due or to become due to the contractor.
8. The Contractor shall conform and comply with the regulations and by-Laws of the Chennai Port Trust Board and of all other local authorities such as the Corporation of Chennai. The Chief Electrical Inspector to Government of Tamilnadu, the Tamilnadu Electricity system, the Factories Act, the Government Customs and Police Department, etc The contractor shall conform to rules, regulations, etc. concerning injury to workman compensation for injury to workmen, Insurance for workman etc. The Contractor shall also conform to contract labour (Regulations and Abolition) Central Rule 1971 etc.
9. The Contractor shall be responsible for any accident, damage for injury caused to any his employees or property or any person or property in course of the work and shall hold the Port Trust blameless in respect thereof any also in respect of any claim made by any person or any reasons whatsoever.
10. The contractor shall be solely responsible for reporting to the Board and Police Department immediately of any serious or fatal accident inside the Trust's premises to any of his employees/workmen engaged by him or any persons involved in an accident at site of work.
11. The work shall be carried out without causing any inconvenience to the Trust and to other works in progress in the neighborhood and any losses to the Trust.

12. Only vehicles licensed by the Board will be allowed inside the Port premises.  
Admission into the Harbour is regulated by issue of passes for the contractor and his staff. Entry passes will be issued free of cost to the contractor. The contractor is solely responsible for all the details incorporated in the passes; the Trust is indemnified against their misuse.

The entry passes shall be produced at the time of entry and any other time when demanded by the CISF personnel or department officials.

Further, in the event of loss of entry passes or identity card issued to the contractor or their labour, Rs.20/- will be imposed as penalty in each case.

Engineering Department shall recommend the contractor/ firms to register with the pass section. Applicants should apply in the prescribed format to get a code number for the firm from the Pass section and should produce authorized signature of two persons per firm who will sign the pass application. Any changes in the Authorized signatories, both of the firm's officials should be intimated to pass section immediately.

Provision for individual and vehicle Harbour Entry Permits are alone available in the Pass Section Module and not for the Materials.

As per ISPS requirements all the Port users should submit antecedent verification / police verification or Pass port copy of their employees / contract workers, since it is a pre- requisite for issuing all Port Entry passes.

13. Only vehicles licensed by the Board will be allowed to ply inside the harbour. Private carts of any kind are not permitted within the harbour area.
14. The work shall be carried out only during Trust's working days between 7-30 A.M. and 5-00 P.M.
15. The quantities of work executed will be measured and payment made once a month generally except in the case of work for which the time for completion is specified as six weeks or less than six weeks in which case payment will be made once only on satisfactory completion of the work.
16. It shall be clearly understood that the rates mentioned in the schedules are inclusive of everything required to be done for the proper completion of the work according to the specifications drawings, general conditions and special conditions even though specific mention thereof has been omitted in the specification and drawings.
17. Measurements recorded by the person authorized by the Chief Engineer to make them will be accepted by the contractor who will be given the opportunity of witnessing the measurements taken.
18. All payments made by the Trust to the contractor for the work shall be rounded off to the nearest rupee.
19. The work shall be completed within Ninety **(90) days** from the 7<sup>th</sup> day of placing the order or actual date of starting the work whichever is earlier.
20. If the progress of work is held up owing to circumstances which in the opinion of the Chief Engineer are beyond the control of the Contractor, Such as War, stormy weather and other reasonable causes, the Chief Engineer may at his discretion, grant to the Contractor such extension of time as he considers reasonable for the completion of the work. The grant of such extension of time will not bestow on them any claim for compensation or extra payment at a future date whatsoever.

\*\*\*\*\*

**CHIEF ENGINEER**  
**CHENNAI PORT TRUST**

**CHENNAI PORT TRUST**  
**CIVIL ENGINEERING DEPARTMENT**  
**ANNEXURE I**

The clauses related to Implementation of ESI Act, 1948 is furnished below:

- (a) As per the Govt Notification dt 20.7.09, 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 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 21<sup>st</sup> 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/- 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/-

### **Cess**

Payment of Cess in Tamilnadu Construction Workers Welfare Board towards Building Or other construction works undertaken by the Port Tamil Nadu Construction Workers Welfare Board has raised the demand to remit the Cess at 1% of the total estimate cost of the building or other construction works undertaken by Chennai Port Trust towards the benefit of the manual workers in the employment in construction or maintenance of dam, bridges, roads or in any building operations.

Based on the above, Board's approval has been obtained vide BR No.122, Dated 21.08.15 for the following:

- 1) Consider the payment of cess to TNCWWB at 1% of the building or Other construction works undertaken by Chennai Port Trust as per the provisions of the Tamil Nadu Manual Works (Regulation of employment and conditions of work) Act, 1982 and Tamil Nadu Manual Workers (construction Workers) Welfare Schemes,

1994 and G.O. (MS) No.295, Dt 17.12.2013:of Labour and Employment(12)Department

2) Effect the payment of cess to TNCWWB prospectively for the works for which 'NIT' issued after the date of approval for the subject proposal;

3) Add the component to that effect in the estimate proposed for the building or other construction works (involving civil Engineering Contractors) at the rate of 1% in each item at the end of analysis of rate after adding water charges and contractor's profit and overhead charges for civil works involving building and other constructions works only. In case, no such provision is made in the estimate and value put to tender the 1% cess will be borne by CHPT and contribution will be made directly to TNCWWB.

4) Recover @ 1% of the billed amount progressively from each running bill as well as the final bill of the contractor for the works which are covered under Cess act and remit/deposit the same to TNCWWB through the Finance Department, and wherever, such provision is not available in estimate or tendered amount of ongoing contract, the 1% cess will be borne by the Trust.

In this regard, hitherto the following procedure shall be adopted:

1. A provision, for Tamil Nadu Construction Workers Welfare Cess @ 1% in each item at the end of analysis of rate after adding water charges and contractor's profit and overhead charges shall be added in the estimate prepared for civil works involving building and other constructions works

2. A recovery @ 1% of the billed amount shall be effected progressively from each running bill as well as the final bill of the contractor for the works which are covered under cess act and remit/deposit the same to TNCWWB through the Finance Department.

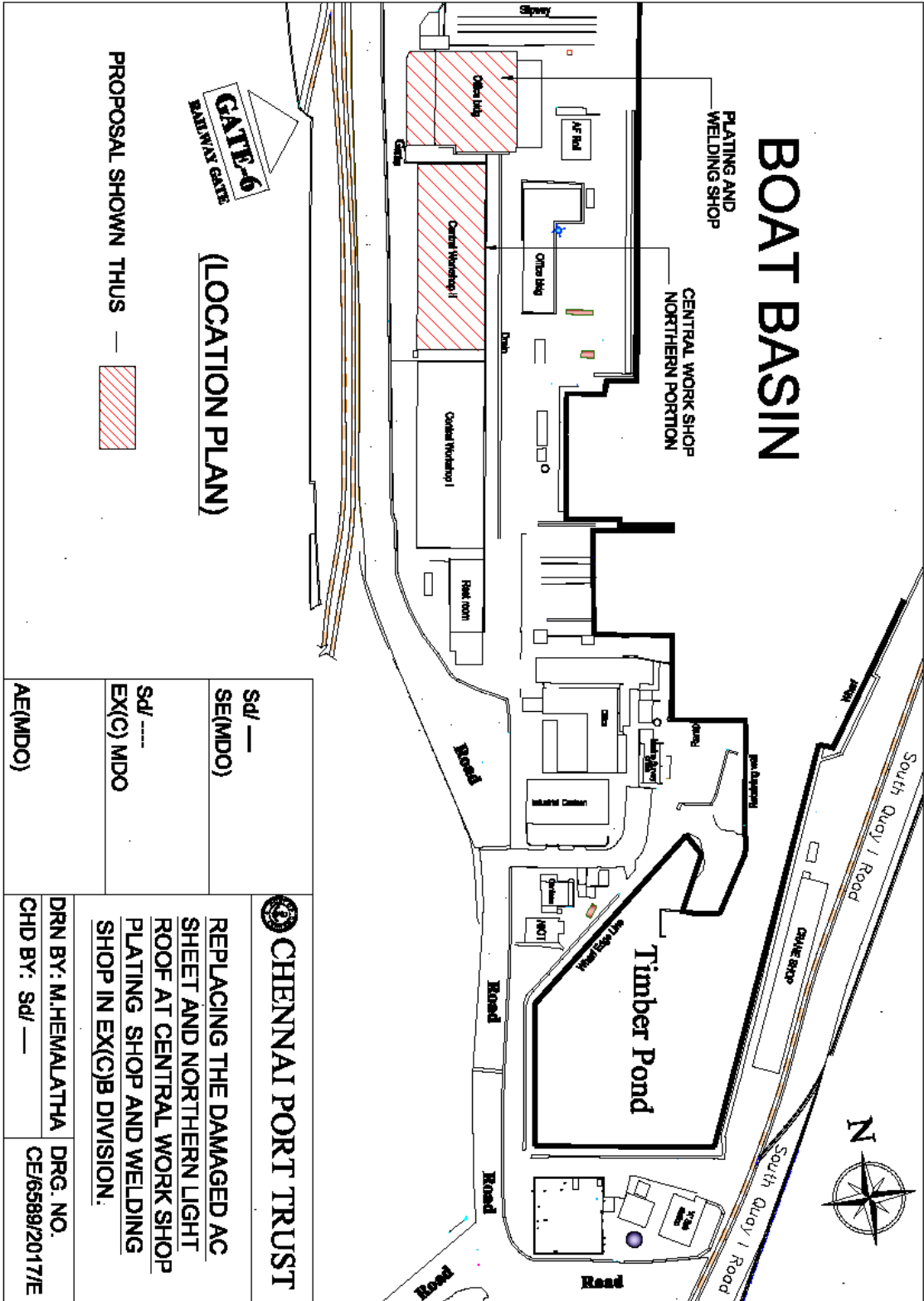
3. In the case of ongoing contract for building or other construction works which have been amended on or after Board's resolution, where no provision has been made towards recovery of Tamil Nadu Construction Workers Welfare Cess @ 1%, Chennai Port Trust will borne the contribution towards Cess @ 1% of the billed amount progressively from each running bill as well as the final bill of the contractor for the works which are covered under Cess act and remit/deposit the same to Tamil Nadu Construction Workers Welfare Board.



**EPF :**

As far as EPF is concerned, it shall be the duty of the Contractor to get EPF code number allotted by RPFC against which the EPF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. Giving particulars of remittance of EPF contribution of the employees engaged for the EMPLOYER work, is required to be submitted to the EMPLOYER. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, EMPLOYER is entitled to recover the equal amount from any money due to the extent from the next bill, or accrue to the Contractor under this agreement/or by any means, with an advice to RPFC, duly furnishing particulars of personnel engaged for the EMPLOYER. **Any payment towards the work order will be made only after compliance of the EPF Regulation.**

**CHIEF ENGINEER  
CHENNAI PORT TRUST**



PROPOSAL SHOWN THUS —



**GATE-6**  
RAILWAY GATE

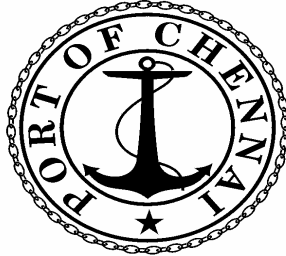
(LOCATION PLAN)

Sd/ — SE(MDO)	<p><b>CHENNAI PORT TRUST</b></p> <p>REPLACING THE DAMAGED AC SHEET AND NORTHERN LIGHT ROOF AT CENTRAL WORK SHOP PLATING SHOP AND WELDING SHOP IN EX(C)B DIVISION.</p>	DRN BY: M.HEMALATHA	DRG. NO.
Sd/ --- EX(C) MDO		CHD BY: Sd/ —	CE/6588/2017/E
AE(MDO)			

## **Preamble to the Bill of Quantities**

### **GENERAL NOTES :**

1. 1. The tenderer is advised to 'inspect the site before quoting the rates.
2. The rate quoted by the tenderer should be inclusive of all taxes, levies, duties and other charges.
3. Sales Tax on works contract will not be paid, even if it is levied by the state Government at a later date.
4. Value Added Tax (VAT) will be applied to this contract as per provision of the act and will be recovered from the work bills as per the Tamilnadu Government VAT provision. Necessary certificate towards such "Tax deducted at source" will be issued by the Trust's Finance department.
5. The contract period is 90 days from the date of placing the order or actual date of commencement of work..
6. For specification of materials and work, Chennai port Trust manual vol I & vol II and its amended version are to be followed.
7. The materials used on the work shall be approved quality and as directed by the Chief Engineer or his representatives. The contractor shall get the approval of the materials before using them on the works.
8. While working at heights the contractor shall use non – skid type safety ladders with adequate strength and the contractor shall provide necessary helpers for all the works which are carried out at heights.
9. Any spillage of paint (or) any other unwanted materials on floors etc., shall be cleaned properly without claiming any extra cost.
10. The payment will be made once in a month, duly certified by the concerned Executive Engineer after satisfactory completion of the work.
11. For further details the tenderer may contact the Trust Executive Engineer( C)B during office hours. Dock No. 25362201- Extn: 2531,2540.



**CHENNAI PORT TRUST**  
**No. 1 RAJAJI SALAI**  
**CHENNAI - 600001**

**CIVIL ENGINEERING DEPARTMENT**

**Quotation For Replacing the Damaged AC Sheet and Northern  
Light Roof at Central Work Shop, Plating Shop & Welding Shop  
in Ex(C)B Division**

**QUOTATION NOTICE NO.Q/WMA3/149/2017/E**

**THROUGH E-PROCUREMENT MODE**

**BILL OF QUANTITIES**

Due Date of online submission : 15.00 Hrs. on 26.04.2017  
Due Date & Time of bid opening : 15.45 Hrs. on 27.04.2017

**CHENNAI PORT TRUST****Item Rate BOQ**

(Price should be quoted in a spread sheet file (.xls format) available in e-procurement Portal)

**Tender Inviting Authority : CHIEF ENGINEER, Chennai Port Trust****Nature of work: Quotation For Replacing the Damaged AC Sheet and Northern Light  
Central Work Shop, Plating Shop & Welding Shop in Ex(C)B Division****Quotation No: Q / WMA3 /149/ 2017 /E****Bidder  
Name :****PRICE SCHEDULE****(This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Basic RATE In Figures To be entered by the Bidder Rs. P</b>	<b>Total Amount</b>	<b>Total AMOUNT in Words</b>
<b>1.00</b>	1.Removing the damaged AC sheet roof/ cladding /Ridge piece etc., at Central work shop, Plating shop & Welding shop sheds as directed without damaging the near by structures including stacking and disposing the broken AC sheet board to the low lying areas inside the harbour within a lead of 1Km and handing over the serviceable materials if any to the departmental stores all as directed at site of work, including all labour, materials, tools, transport, fuel, equipments etc., complete.	380 M <sup>2</sup>	1M <sup>2</sup> (One square Metre)			

<b>2.00</b>	2. Removing the spillages of unwanted particles over the gutter portion for drain out the rain water smoothly and as directed at site of work, including all materials, labour, tools, equipments, safety measures etc., complete	285 M <sup>2</sup>	1M <sup>2</sup> (One square Metre)		
<b>3.00</b>	3. Supplying and fixing of AC sheet to the required size at Central work shop, Plating shop & Welding shop sheds fixing in proper position for roof portion with necessary "J" bolt and washers & accessories including providing scaffolding, all as directed at site of work, including all materials, labour, tools, transport, fuel, etc., complete	380 M <sup>2</sup>	1M <sup>2</sup> (One square Metre)		
<b>4.00</b>	4. Supplying and fixing of new ridging AC sheet to the required size at Central work shop, Plating shop & Welding shop sheds fixing in proper position for roof portion with necessary "J" bolt and washers & accessories including providing scaffolding, all as directed at site of work, including all materials, labour, tools, transport, fuel, etc., complete	90 Rm	1RM (One running Metre)		
<b>5.00</b>	5. Supplying and fixing 5mm nominal thick plain glass (Saint gobain (or) Modiguard make) to northern light roof at central workshop as specified and as directed with necessary accessories like rubber beading, lubbam etc., all as per the relevant specification, and as directed at site of work including all materials, labour, tools, scaffolding, equipment, transport, fuel etc., complete Note: - 1. The actual area of glass used alone will be measured for payment purpose. 2. The rate shall including the cost of rubber beading etc.,	175 M <sup>2</sup>	1M <sup>2</sup> (One square Metre)		

<b>6.00</b>	6. Providing and fixing with bitumen sheet at AC sheet roofing etc., as directed at site of work including all labour, materials, tools, equipments etc., complete	200 M <sup>2</sup>	1M <sup>2</sup> (One square Metre)			
<b>Total in Figures</b>						
<b>Total in Words</b>						

**GENERAL NOTES :**

1. The tenderer is advised to 'inspect the site before quoting the rates.
2. The rate quoted by the tenderer should be inclusive of all taxes, levies, duties and other charges.
3. Sales Tax on works contract will not be paid, even if it is levied by the state Government at a later date.
4. Value Added Tax (VAT) will be applied to this contract as per provision of the act and will be recovered from the work bills as per the Tamilnadu Government VAT provision. Necessary certificate towards such "Tax deducted at source" will be issued by the Trust's Finance department.
5. The contract period is 90 days from the date of placing the order or actual date of commencement of work..
6. For specification of materials and work, Chennai port Trust manual vol I & vol II and its amended version are to be followed.
7. The materials used on the work shall be approved quality and as directed by the Chief Engineer or his representatives. The contractor shall get the approval of the materials before using them on the works.
8. While working at heights the contractor shall use non – skid type safety ladders with adequate strength and the contractor shall provide necessary helpers for all the works which are carried out at heights.
9. Any spillage of paint (or) any other unwanted materials on floors etc., shall be cleaned properly without claiming any extra cost.
10. The payment will be made once in a month, duly certified by the concerned Executive Engineer after satisfactory completion of the work.
11. For further details the tenderer may contact the Trust Executive Engineer( C)B during office hours. Dock No. 25362201- Extn: 2531,2540.