



चेन्नई पोर्ट ट्रस्ट
CHENNAI PORT TRUST

MECHANICAL ELECTRICAL ENGINEERING
DEPARTMENT

NO.1, RAJAJI SALAI, CHENNAI - 600 001.

e-QUOTATION NO. [MEE/FR3/142/2017/DY.CME \(W\)](#)

“e -QUOTATION DOCUMENT”

FOR

HIRING OF JCB VEHICLE FOR PIPELINE

MAINTENANCE WORK FOR AS AND WHEN REQUIRED

BASIS ON ANNUAL HIRING CONTRACT

Bid Submission closing date : 02.05.2017 15:00 Hrs.
Bid Opening date : 03.05.2017 15:00 Hrs

Document Cost : [Rs.158/- \(inclusive of 5% VAT\)](#)



CHENNAI PORT TRUST

NO.1, RAJAJI SALAI, CHENNAI – 600 001.

e- QUOTATION No. MEE/FR3/142/2017/Dy.CME(W)

Sealed Quotations are invited from eligible, experienced and reputed firms for **“HIRING OF JCB VEHICLE FOR PIPELINE MAINTENANCE WORK FOR AS AND WHEN REQUIRED BASIS ON ANNUAL HIRING CONTRACT.”** as per details furnished hereunder:-

Quotation documents can be downloaded from the Trust's Website and a Demand Draft for ` 158/-(Inclusive of 5%vat) being the non-refundable in favour of " CHAIRMAN, Chennai Port Trust" payable at Chennai along with Quotation Document shall be enclosed.

Online submission closing date : 15.00 hrs . on 02.05.2017.

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

CHIEF MECHANICAL ENGINEER.



CHENNAI PORT TRUST

NO.1, RAJAJI SALAI, CHENNAI – 600 001.

e- QUOTATION No. MEE/FR3/142/2017/Dy.CME(W)

" e- QUOTATION for "HIRING OF JCB VEHICLE FOR PIPELINE MAINTENANCE WORK FOR AS AND WHEN REQUIRED BASIS ON ANNUAL HIRING CONTRACT."

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

- I) Bidder 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/Code 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 documents as asked, otherwise, the bid will be rejected.
 8. Bidder should take into account of the corrigenda's published before submitting bid online.

9. 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.
10. Bidder should prepare the Quotation fee as specified in the quotation. The original should be posted/couriered/given in person to the specified location as per Quotation Documents, latest by the date of bid submission.
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 select the payment option as offline to pay the Quotation fee as applicable.
15. The details of the DD 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.
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) 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.
18. The quotation system will give a successful bid updation message & then 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.
19. The bid summary has to be printed and kept as an acknowledgement as a token of submission of the bid.
20. The bid summary will act as proof of bid submission for a quotation floated and will also act as an entry point to participate in the bid opening date.
21. For any clarifications with the TIA, the bid number can be used as a reference.

22. 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.
23. Each document to be uploaded online for the quotations should be less than 2 MB. If any documents 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.
24. 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.
25. All the data being entered by the bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. The confidentiality of the bids is maintained since the secured Socket Layer128 bit encryption technology is used Data storage encryption of sensitive fields is done.
27. 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.
28. Bidder is required to submit their Quotation through online in the form of two cover system on or before due date of closing time **02/05/2017 at 15.00 Hrs.** The Quotation received after the due date and time will not be entertained.

Bidder should submit the quotation as per specification indicated in Schedule 'A', accordance with the General Conditions and signed copy of the document along with the Demand Draft for Quotation Document Cost of `158/- (Inclusive of tax).

Price should be quoted in online **"Price Schedule. -A-1** (as per 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 technical bid documents shall 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 also send the hard copy of Quotation fee as DD in original along with signed and sealed Quotation Document 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.

II) 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 Documents.
 - d. Contains cost of the Quotation document (wherever applicable)
 - e. It mentions the validity period as set out in the document.
 - f. It provides the information in reasonable detail.
 - g. There shall be no significant inconsistencies between the proposal and the supporting documents.
 - h. 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) Bidder 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.
- 3) 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.



CHENNAI PORT TRUST

GENERAL CONDITIONS

1. Quotations are to be sent in duplicate in a sealed cover from eligible, experienced and reputed firms duly super scribed as **“Quotation for Hiring of JCB vehicle for pipeline maintenance work for as and when required basis on Annual Hiring Contract** addressed to the Chief Mechanical Engineer Office, 7th floor of Centenary Building, Chennai Port Trust, Rajaji Salai, Chennai – 600 001 so as to reach before 3 pm on **02.05.2017**.

The Documents can be downloaded from the Trust’s Website and should send a Demand Draft / Pay Order for Rs.158/- being the non-refundable sum towards the cost of Document, in favour of “CHAIRMAN, Chennai Port Trust” payable at Chennai, so as to reach on or before 3.00 pm **02.05.2017** along with the covering letter, addressed to “The Chief Mechanical Engineer, Electrical and Mechanical Department, 7th floor of Centenary Building, No.1, Rajaji Salai, Chennai Port Trust, Chennai – 600 001. The cover shall be super scribed as **“Quotation for Hiring of JCB vehicle for pipeline maintenance work for as and when required basis on Annual Hiring Contract**.

2. Quotations shall be filled in ink or typewritten.

3. Quotations will be opened at the Office of the Chief Mechanical Engineer, 7th floor of Centenary Building, Chennai Port Trust, Rajaji Salai, Chennai–600 001 immediately.

4. Telegraphic offers will be treated as defective, invalid and rejected. Only detailed complete offers received before closing time and date stipulated will only be taken as valid. Quotation received after the due date and time will summarily be rejected.

5. **Cost Schedule:** The price quoted shall be inclusive of taxes and duties. Insurance charges etc. applicable to the above work. The Trust is not in a position to provide form ‘C’ or ‘D’. The Trust does not bind itself to accept claims for extra payment for items not included in the quotation. Taxes and total cost are to be furnished separately both in figures and words. All corrections should be properly attested.

6. The rates shall be firm not subject to fluctuation at any stage till the completion of the contract satisfactorily.

7. **Validity:** The price quoted shall be kept firm and should hold good for Eight weeks from the date of opening of the.

8. **Contract Period:** The period of contract is one year.

9. **Payment Terms:** Payment will be made within 30 days on PRO RATA BASIS after satisfactory completion of work and on production of completion certificate from the Trust Engineer. For this purpose, the Contractor shall submit all his bills in the Trust's format addressed to the Chief Mechanical Engineer, Chennai Port Trust, Chennai – 600 001.

10. **Penalty:** If there is any maintenance work (or) breakdown (or) non-supply of the vehicle due to any reason or whatsoever, the following penal charges will be levied:-

a. Rs.100/- towards penalty for each hours.

b. In addition, non-payment of proportionate hire charges for those days.

11. **Security Deposit:** On receipt of the order the successful bidder has to remit the Security deposit equal to 10% of the contractual value in form of DD/Pay order in the favour of 'Chairman, Chennai Port Trust' (payable at Chennai) within 21 days. If Security deposit is not remitted within the stipulated period, the work order will stand cancelled without notice. The Security Deposit will be refunded after completion of the Contract period.

12. **Indemnity:** The Contractor should indemnify the Trust against any liability for compensation due to injury to this own workman or to others while executing the work and for any damage to property and should notify to the police and the Chief Mechanical Engineer for serious / fatal accidents.

13. ESI ACT:

a. As per the Govt. Notification dated 20.07.09 Chennai Port Trust is registered under the ESI Act on 26.09.2012 with ESI Corporation and provision of ESI Act 1948 are applicable to Chennai Port Trust. Social Security Act is applicable to Factories, using Power and employing 10 or more personnel and establishment employing 20 or more persons and drawing wages/Salary up to Rs.15,000/- per month. Workers covered under ESI Act are entitled for full medical care for self and family. Besides, cash benefit in the event of sickness, maternity and employment injury. Accordingly, the contractual/casual employees drawing wages upto Rs.15,000/-

per month employed either directly by Port Trust or through Contractor are covered under ESI Act, 1948. It is obligatory on the part of the employer to calculate and remit ESI contribution comprising of employers share of 4.75% plus employee's 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 names in ESI as per ESI Act, 1948 and obtain ESI Code. Both Employers share of 4.75% and Employees contribution of 1.75% (recovered from the 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 acknowledgement of ESI contribution will not be entertained. In case the tenderer has not paid the ESI contribution same will be recovered in the running bill and paid to the ESI Corporation in tenderer'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 employee's name, 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 tenderer in the Chennai Port Trust Code on or before 21st of the following month to which the salary relates or otherwise payment to the tenderer will be withheld. If the Tenderer 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 tenderer. The delay in payment of contribution payable under the Act may be recovered as an arrear of Land Revenue.
- d. As per the Government Notification
 - i) All intending Contractor 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 Contractor 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 Contractor 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 shall periodically submit to Chennai Port the Form 6 prescribed under ESI Regulations along with the proof for having remitted his dues under ESI Registration in respect of the workers / labours employed for the work awarded by the Chennai Port to facilitate making payment for the bills of the tenderer.
 - v) In case, the Contractor is not covered under ESI Act or exempted, the tenderer shall 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 the Contractor is 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/-

14. The Contractor should comply, with necessary enactment of the State or Central Government, and safety precautions wherever applicable and hold the Board blameless for any infringements and consequences thereof.

In respect of work contracts, the firm shall also comply with the State Labour Regulations Act and submit the proforma duly filled in prior to the submission of final bill. The proforma will be sent along with the order.

15. Neither any one the proprietors/ partners or employees of the contracting firm should have hold any Class I post under the Board prior to retirement and join the firm within two years of retirement without obtaining permission of the Board/Chairman for the same, the contract is liable for termination for violation of this conditions.

16. Entry to the Harbour for individuals or vehicles is regulated by issue of passes by the Commandant, Central Industrial Security Force as per the rules in force then and there. The Entry passes for the firms employees, officials & transport vehicles shall be taken by the tenderer at his cost.

17. The Contractor should certify that they are not having more than three concurrently running contracts. If this certificate is not furnished the quotation is liable to be rejected.

18. The Chief Mechanical Engineer reserves the right to award any portion of the quotation or to drop the quotation all together at his discretion without assigning any reasons thereof.

19. The Contractor has to take suitable Insurance for himself and for all his employees working in the port premises for this work.

20. Necessary safety norms prescribed for the work shall be strictly adhere to.

21. The Tender is responsible for the safety & security of the material till the work is completed and handed over to the Trust.

22. TERMINATION OF CONTRACT:

- i) If the contractor fails to attend the Trust requirement continuously twice, the contract will be liable to be cancelled without any notice.
- ii) If the contractor fails to attend the emergency calls as and when made by the Trust, the contract will be liable to be treated as cancelled without any notice.
- iii) The details of Labourers posted for the work to be furnished by the contractor.
- iv) Any accident occurred during the course of work shall be brought to the notice of the concerned Engineer CISF, Safety Officer and Police as applicable immediately.

- v) Necessary safety gloves, safety shoes, required for the work to the labourers to be provided by the contractors.
- vi) The Contractor has to furnish the contact phone No. and have to provide necessary more labourers within 2 hours. Notice depending on the work if required for emergency work.
- vii) The labourers will be directed to carry out the work from one place to another place depending upon the work as per the Trust's Engineer's instructions.
- viii) The contractor has to follow the Labour Laws of State Government and Central Government as applicable.

CHIEF MECHANICAL ENGINEER.

**e-"QUOTATION FOR HIRING OF JCB VEHICLE TO ATTEND THE PIPELINE
MAINTENANCE WORK AS AND WHEN REQUIRED BASIS ON ANNUAL RATE**

CONTRACT"

TECHNICAL SPECIFICATION

SCHEDULE-"A"

SCOPE OF WORK :-

Hiring of JCB Vehicle for pipeline to attend the work of earth excavation, asphalt cutting concrete cutting, refilling, slab removal and re-fixing of concrete/ cast iron material at various places of port for pipeline maintenance work as and when required basis.

GENERAL TERMS AND CONDITIONS:-

1. Necessary attachments are to be arranged by the contractor for digging the pit/breaking the concrete.
2. Damages loss of tools & equipments, materials borne by the contractor.
3. Port entry permit pass for the employees and JCB vehicle engaged for the work to be arranged by the contractor at his own cost.
4. The firm shall include all elements of the cost as applicable for the above work in the total contract value.
5. The payment shall be made on prorata basis.
6. The firm shall attend an emergency works as and when required at the notice of 12 hrs.
7. If any breakdown occurs in the JCB during operation, immediate replacement of the vehicle within 3 hrs shall be done.
8. If there is any maintenance work (or) breakdown (or) non-supply of the vehicle due to any reason or whatsoever, the following penal charges will be levied:-
 - a) Rs. 100/- towards penalty for each hours.
 - b) In addition, non payment of proportionate hire charges for those days.
9. Price shall be kept firm till the completion of the contract.
10. The contractor shall make necessary arrangements for the safety & Security of men and materials and other items till the completion of the work and acceptance by the Trust.

11. The contractor shall arrange for insurance of employees and JCB vehicle engaged in the above works at Trust premises.
12. The contractor is requested to study and inspect the site conditions before submitting their offer.
13. The contractor is required to offer rates as per Trust's format "Schedule-A-1"
14. The firm shall produce the statutory documents ie. PAN, TIN, Service Tax registration, Certification of Registration of companies as applicable. If the firm claims exemption for any of the above documents they shall be produce the exemption certificate or relevant documentary proof.
15. The number of hours indicated in the Schedule A-1 are only approximate and it can be increased/decreased at the discretion of Chief Mechanical Engineer.

Chief Mechanical Engineer,
Chennai Port Trust.

**e-"QUOTATION FOR HIRING OF JCB VEHICLE TO ATTEND THE PIPELINE
MAINTENANCE WORK AS AND WHEN REQUIRED BASIS ON ANNUAL RATE**

CONTRACT"

SCHEDULE-"A-1"

S.No.	Description of work	UNIT	Qty. Hrs	Rate/ Hrs	Amount	
					Rs.	P.
1.	Hiring of JCB vehicle for attending earth excavation, asphalt cutting, concrete cutting, refilling, slab removal and refixing, removal of concrete/ cast iron material at various places of port for pipeline maintenance work as and when required basis on annual rate contract as directed by Trust representative.	Hrs	288			
2.	Total					
3.	Service Taxes					
4.	Total cost of works					

(Rupees.....only)

Note: All relevant Taxes shall be quoted separately as per the applicable rates. Trust does not bind itself to accept claim for any extra payment.

Contractor sign
With seal