



MEE/ GC1 / 020 / 2017 / Dy.CME(ES&CH)

Budgetary Offer

FOR

**FOR THE ANNUAL MAINTENANCE CONTRACT OF THE EXISTING
5 NOS. FISH TANKS AT VARIOUS PLACES IN CHENNAI PORT
TRUST FOR A PERIOD OF ONE YEAR.**

SUBMISSION ON OR BEFORE **24.04.2017**

THE CHIEF MECHANICAL ENGINEER

7TH Floor, Centenary Building
Rajaji Salai, Chennai – 600 001.

BUDGETARY OFFER FOR THE ANNUAL MAINTENANCE CONTRACT OF THE EXISTING 5 NOS. FISH TANKS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR

TECHNICAL SPECIFICATIONS
SCHEDULE – ‘A’

1.0 General:

Chennai Port Trust proposes for the Annual Maintenance and Servicing contract for the existing 5 nos. Fish Tanks at various locations in Chennai Port Trust for a period of One year.

1.1 Scope of work

The scope of the works which includes the following:

1. Fish feeding with flakes / pellets shall be done regularly.
2. Golden Fishes shall be fed to the Aravan Fish regularly.
3. The Air Pump, Under Level Filter, External Filter, Electrical Heater and Motor shall be maintained properly in all tanks
4. In case of any loss of fishes, the same shall be replaced immediately by the firm.
5. The fish tanks must be cleaned thoroughly once in a month and the water in the tank shall also be replaced at the time of every cleaning.

Note:

The motor, heater, filters and lamps alone will be supplied by the Trust for replacement.

1.2 DETAILS / LOCATIONS OF EXISTING FISH TANK:

Location 1: Diabetic Hospital (Ground Floor)- Diamond Jubilee Building,:

Size of the Tank :

1. Length - 72”
2. Width - 20”
3. Height - 28”
4. PVC mould with Tough Glass
5. Air Motor - 1 No.,
6. Overhead Motor - 2 Nos.
7. External Filter
8. Number of fishes in the Tank - 25 Nos.

Location 2: Old Administrative Office (CVO Room):

Size of the Tank :

1. Length - 79”
2. Width - 17”
3. Height - 28”
4. PVC mould with Tough Glass
5. Air Motor - 1 No.
6. Overhead Motor - 2 Nos.
7. External Filter.
8. Number of fishes in the Tank - 25 Nos.

Location 3: Old Administrative Office (Ground Floor):

Size of the Tank :

1. Length - 48”
2. Width - 18”
3. Height - 24”
4. PVC mould with Tough Glass
5. Air Motor - 1 No.,
6. Overhead Motor - 2 Nos.
7. External Filter.
8. Number of fishes in the Tank - 25 Nos.

Location 4: Centenary Building (Ground Floor near CCTV room)

Size of the Tank :

1. Length - 72”
2. width 20”
3. Height 28”
4. PVC mould with Tough Glass
5. Air Motor - 1 No.
6. Overhead Motor - 2 Nos.
7. External Filter.
8. Number of fishes in the Tank - 1 No. (Aravan fish)

Location 5: Centenary Building (9th floor – Dy.Chairman’s office):

Size of the Tank :

1. Length 48”
2. Width 15”
3. Height - 24”

4. PVC mould with Tough Glass
5. Air Motor - 1 No.
6. Overhead Motor - 2 Nos.
7. External Filter.
8. Number of fishes in the Tank: 25 Nos.

2.0 Completion Period:

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

3.0 Validity:

The validity period for the offer shall be 120 days.

4.0 Other terms and conditions:

- 4.1 The firm is advised to visit the site and get acquainted regarding the nature of the work involved at site conditions before quoting the rate along with the acceptance letter.
- 4.2 The Technical Specification Schedule 'A' and Schedule of prices and Quantities Schedule 'A1' to be read in conjunction to ensure the actual Supply and works involved.
- 4.3 The firm shall deploy technical staff having relevant experience in the Aquarium field against the quantum of work as desired by Port officials.
- 4.4 No Men, Materials, Testing Equipments, Food & Accommodation, Transport will be provided throughout the work departmentally.
- 4.5 The Trust will not be responsible for any loss or damage of the men/materials/tools/plants engaged by the firm during the work at site or transportation.
- 4.6 Necessary Entry passes shall be obtained by the Contractor by their own cost with the approval of Port Officials.
- 4.7 Power Supply will be provided at free of cost by the Port. However, the contractor should make his own arrangements to take power supply from the nearest source of supply.
- 4.8 The Contractor shall take utmost care during the execution of the work, if any damage to Port property, the cost of the damage shall be deducted from the Contractor's bill.
- 4.9 The firm shall quote the address of the service centre in Chennai with the organization structure of the service centre along with the offer.

4.10 The Chief Mechanical Engineer reserves the right to award any Nos. of fish tank for AMC work or to drop the work altogether at his discretion without assigning any reasons.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**

BUDGETARY OFFER FOR THE ANNUAL MAINTENANCE CONTRACT OF THE EXISTING 5 NOS. FISH TANKS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR A PERIOD OF ONE YEAR.

SCHEDULE OF PRICES AND QUANTITIES

SCHEDULE 'A1'

Sl. No.	Description of works	Unit	Qty	Rate / Month in Rs.	Amount /year in Rs.
1.	Charges for the CAMC of the Fish tank at Diamond Jubilee Building, Diabetic Hospital (Ground floor) Size: Length - 72", Width - 20" & Height - 28"	No.	1		
2.	Charges for the CAMC of the Fish tank at Old Administrative Office (Ground floor) Size: Length - 48", Width - 18" & Height - 24"	No.	1		
3.	Charges for the CAMC of the Fish tank at Old Administrative Office (CVO Room) Size: Length - 72", Width - 17" & Height - 28"	No.	1		
4.	Charges for the CAMC of the Fish tank at Centenary Building (Ground floor near CCTV room) Size: Length - 72", Width - 20" & Height - 28"	No.	1		
5.	Charges for the CAMC of the Fish tank at Centenary Building (9 th floor Dy.Chairman's office) Size: Length - 48", Width - 15" & Height - 24"	No.	1		
Sub-Total					
Service Tax @ %					
GRAND TOTAL					

(Rupees
all taxes and duties)

only inclusive of

Firms Sign and Seal

CHENNAI PORT TRUST
GENERAL CONDITIONS

1. Service Tax Registration Number and PAN CARD Number:

The Contractor should submit the Service Tax Registration Number and Pan Card Number along with the offer.

2. Taxes and Duties:

The offer price shall be firm inclusive of taxes and duties. The service tax shall be extra as applicable and the same shall be paid on provision of documentary evidence.

3. Completion Period:

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

4. Payment Terms:

Payment will be made quarterly on pro-rata basis through e-payment after satisfactorily completion of the work.

Income tax @ 2% with applicable surcharge & education cess shall be levied U/S 194 (c) of Income Tax Act 1961. Similarly Tamil Nadu Value Added Tax as per Section 13 of T.N.VAT Act 2006 shall also be deducted. In case of exemption from the above levy necessary non-deduction certificate shall be produced by the offerer from Income Tax / Commercial Tax office respectively.

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

5. Penalty Clause:

The request calls for the works shall be attended by the firm within 24 hours from the call time. In case the firm is not responding to the urgent calls, an amount of Rs.200/- per day will be deducted from the bill for the 1st day to 7th day and Rs.500/- per day from 8th day to 15th day. Beyond 15th day (in 3 occasions), the contract will be liable for termination.

If the minimum servicing of the Fish Tanks once in a month is not carried out, 30% of the contract value for the respective month will be deducted from the bill towards the labour cost alone.

6. Validity:

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

7. Security Deposit:

(i) The security deposit in any manner suggested above shall be to the extent of 10 % of the total contract amount of accepted tender towards security for the due fulfilment of the conditions of contract and the Tenderer must execute an agreement in the form hereto annexed. The Demand draft/Bankers' Cheque shall be furnished within 21 days from the date of placement of order. The Demand draft/Bankers' Cheque shall be in favour of the Chairman, Chennai Port Trust payable at Chennai. No interest will be allowed on each deposits.

If the contractor have not remitted the Security Deposit amount within the stipulated time as per the order, necessary interest @ 18% P.a. on SD amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money.

- ii) 10% of the amount deposited by the offerer as security under the agreement will be refunded to the contractor on satisfactory completion of the cAMC.

8. ESI Clause:

The details of employees proposed to be engaged shall be furnished to this office before the commencement of the work.

- (a) As per the Govt. Notification dated 20.07.2009, Chennai Port Trust has registered under the ESI Act on 26.09.2012 with ESI Corporation and provision of ESI Act, 1948 are applicable to Chennai Port Trust, a Social Security Act, is applicable to Factories using power and employing 10 or more personnel and establishment employing 20 or more persons and drawing wages/salary upto Rs.15,000/- per month. Workers covered under ESI Act, are entitled for full medical care for self and family. Besides, cash benefit in the event of sickness, maternity and employment injury. Accordingly, the contractual/casual employees drawing wages upto Rs.15,000/- per month employed either directly by Port Trust or through contractor are covered under ESI Act, 1948. It is obligatory on the part of the employer to calculate and remit ESI contribution comprising of employers' share of 4.75% plus employees' share of 1.75% which is payable on or before 21st of the following month, to which the salary relates.
- (b) In case of Contractor employs more than 20 employees, they should register their name with ESI as per ESI Act, 1948 and obtain ESI Code. Both Employers share of 4.75% and Employees contribution of 1.75% (recovered from employees), totally 6.5% to be paid as contribution to ESI in their Code on or before 21st of following month to which the salary relates and acknowledgement for the same shall be submitted to the Port while claiming the bill. The bill without the acknowledgment of ESI contribution will not be entertained. In case the contractor has not paid the ESI contribution same will be recovered in the running bill and paid to the ESI Corporation in contractor's code. The delay in payment of

contribution payable under the Act may be recovered as an arrear of Land Revenue.

- (c) In case the contractor employs less than 20 employees, the list of employees' names, their father's name, identification proof, one passport photo shall be submitted to the Port Trust. The contribution of ESI amount, both Employers share of 4.75% and Employees contribution of 1.75% (recovered from Employees salary), totally 6.5% shall be paid by the Contractor in the Chennai Port Trust Code on or before 21st of the following month to which the salary relates or otherwise payment to the contractor will be withheld. If the contractor fails to comply with the above instruction, then the Principal Employer (Chennai Port Trust) will make payment to the ESI Corporation. Such amount will be deducted from any amount due to the contractor. The delay in payment of contribution payable under the Act may be recovered as an arrear of Land Revenue.
- (d) As per the above government Notification i) All intending tenderer at the time of Tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.
- ii) In case they are covered under ESI Act, they have to furnish the details of registration.
- iii) In case the tenderer does not possess ESI Registration at the time of participation in the Tender, then they should obtain registration under ESI Regulations before award of the work by Chennai Port Trust and submit the same within 30 days from the date of issue of work order. Any payment towards the work order will be made only after the ESI registration.
- iv) The Tenderer shall submit his first bill together with evidence of having obtained registration under ESI regulations and only then the bill will be processed for payment. Subsequently, the Tenderer should periodically submit to Chennai Port the Form 6 prescribed under ESI Regulations along with the proof for having remitted his dues under ESI Regulations in respect of the workers / labours employed for the work awarded by Chennai Port to facilitate making payment for the bills of the Contractor.
- v) In case, the Tenderer is not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit in original affirming before a first class Judicial Magistrate in a Non Judicial Stamp Paper worth Rs.20.00 to that effect.
- vi) In case they are not covered under ESI Act, they must additionally indemnify ChPT against all damages & accident occurring to his labour in a Non – Judicial Stamp paper worth Rs.100/-.

9.0 Execution of Undertaking:-

An undertaking shall be executed in a green sheet duly affixing a Special Adhesive Stamp and a Seal to a value of Rs.20/- and shall reach this office immediately from the date of receipt of order.

10.0 Other terms and conditions:

- 9.1 The contractor is advised to visit the Site and get acquainted regarding the nature of the work involved at site conditions before quoting the rate along with the acceptance letter.
- 9.2 The Quotations will be opened at 7th Floor of the Chief Mechanical Engineers Office Conference Hall at 3.00 PM.
- 9.3 For any clarifications, if any of the firm may contact the 'Dy.CME(ES&CH) at 2nd floor of the Old Administrative Office Building, Tel. Ph. 25312254.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**