



**MEE/ GC1/ 467 /2016/Dy.CME(ES&CH)**

**BUDGETARY OFFER**

**FOR**

***COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT FOR NEON SIGN BOARDS AT  
VARIOUS LOCATIONS IN CHENNAI PORT TRUST***

**SUBMISSION ON OR BEFORE 24.04.2017**

**THE CHIEF MECHANICAL ENGINEER  
7<sup>TH</sup> Floor, Centenary Building  
Rajaji Salai, Chennai – 600 001.**

**BUDGETARY OFFER FOR COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT FOR 2 Nos. NEON SIGN BOARDS AT OLD ADMINISTRATIVE  
BUILDING FOR 2 YEARS IN CHENNAI PORT TRUST**

**TECHNICAL SPECIFICATION**

**SCHEDULE 'A'**

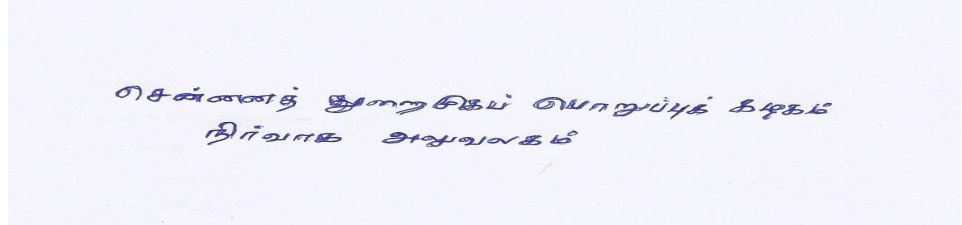
**1.0. General :**

It is proposed to issue CAMC for the 2 Nos. Neon sign Boards installed in the Old Administrative Building for 2 Years in Chennai Port Trust.

**2.0. SCOPE OF WORK:**

The scope of works includes for following two language Neon Sign boards at old Administrative office:

**i) a) Tamil Board:**



Size of the board	- 10.41 Sq.M (112 Sq.Ft)
Height of the letter	- 53.34 CM (21")
Colour of Neon	- Blue Colour

**b) Hindi Board**

चेन्नै पोर्ट ट्रस्ट प्रशासनिक कार्यालय

Size of the board	- 10.84 Sq.M (117 Sq.Ft)
Height of the letter	- 53.34 CM (21")
Colour of Neon	- Blue Colour

Total 12 Transformers above two boards.

- ii) One time painting of structures of 2 Nos. Neon sign board one coat red oxide, one coat of blue colour and one final coat of grey colour painting.
- iii) Repair and maintenance of above 2 Nos. Neon Sign boards. The sign boards are inspected and checked once in a month for any damage on tubes, Electrodes, Tube supporter's, Bases, metal screws, Tie wiring and circuit wiring with HT transformer's. (12 Transformers in two boards).

- iv) Any damage or the defective tubes due to the breakage, Flickering, Electrode failure and Gas evaporation on tubes shall be replaced with new tubes with electrodes and fill the gas.
  
- v) Any maintenance or break down shall be rectified immediately and the report in triplicate to be submitted to the site engineer in writing.
  
- vi) The firm shall submit the Service report for every Month to the site engineer in writing in order to process the bill.

#### **4.0. COMPLETION PERIOD:**

Entire work shall be completed within 2 Years from the 7<sup>th</sup> day of issue of order.

Note: For any clarifications, the firm may contact the 'Dy.CME(ES&CH) at 2<sup>nd</sup> floor of Old Admn Building, Tel. Ph. 25312542.

**CHIEF MECHANICAL ENGINEER  
CHENNAI PORT TRUST**

**BUDGATARY OFFER FOR COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT FOR 2 Nos. NEON SIGN BOARDS AT OLD ADMINISTRATIVE  
OFFICE BUILDING IN CHENNAI PORT TRUST**

**SCHEDULE OF QUANTITIES AND PRICES**

**SCHEDULE 'A1'**

Sl No	Description of the work	Unit	Qty	Rate/Unit/ Year (Rs.)	Total Amount (Rs.)
1.	Charges for Comprehensive Annual Maintenance Contract for Neon Sign Boards of Tamil and Hindi language at Old Administrative Building as detailed in Schedule 'A'  <b>Tamil Neon sign board</b> a) 1 <sup>ST</sup> Year <b>Hindi Neon Sign Board</b> b) 1 <sup>st</sup> Year	No.	1		
		No.	1		
2.	Charges for Comprehensive Annual Maintenance Contract for Neon Sign Boards of Tamil and Hindi language at Old Administrative Building as detailed in Schedule 'A'. <b>Tamil Neon sign board</b> a) 2 <sup>nd</sup> Year <b>Hindi Neon Sign Board</b> b) 2 <sup>nd</sup> Year	No.	1		
		No.	1		
	Service Tax @ % for 1 <sup>st</sup> year	L.S	L.S.		
	Service Tax @ % for 2 <sup>nd</sup> year.	L.S.	L.S		
<b>TOTAL AMOUNT</b>					

(Rupees \_\_\_\_\_ only

inclusive of all taxes and duties)

***Firm's Signature with 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 work shall be completed within 2 years from 7<sup>th</sup> day of issue of order.

**4. Payment Terms:**

Payments will be made within 30 days on receipt of bill in Trust format for CAMC once in every three months.

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. Liquidated Damages/ Late delivey charges:**

The Liquidated Damages/Late Delivery Charges shall be as follows

- i) For periodical maintenance of each quarter the Liquidated Damages/Late Delivery Charges shall be ½ % of the contract value per week or part thereof (a week is defined as 7 days inclusive of holidays) subject to a maximum of 10% of the total contract value.
- ii) The request call for breakdown shall be attended by the firm within 48 Hours failure of which an amount of Rs.500 per day will be deducted from the bill till the completion of rectification of the fault.

## **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 entire work.

## **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 21<sup>st</sup> 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 21<sup>st</sup> 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 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. 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 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.
- 9.3. The firm shall furnish their rates as per the Schedule of prices and quantities (Schedule - A1).
- 9.4. Necessary Entry passes shall be obtained by the firm at their own cost with the approval of Port Officials.
- 9.5. The Chief Mechanical Engineer reserves the right to award any portion of the work or to drop the work altogether at his discretion without assigning any reasons
- 9.6. The Trust will not be responsible for any loss or damage of the men/materials /tools/ plants engaged by the firm during the work at site or transportation.
- 9.7. For any clarification may contact Dy.CME(ES&CH) Tel 25312542 email : [dycme@chennaiport.gov.in](mailto:dycme@chennaiport.gov.in) at 2<sup>nd</sup> floor of the Old Administrative office building.

**CHIEF MECHANICAL ENGINEER  
CHENNAI PORT TRUST**