



MEE/ GC1 / 054 / 2017 / Dy.CME(ES&CH)

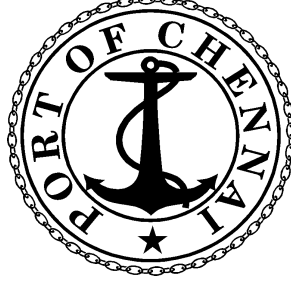
**e - QUOTATION
FOR**

**THE WORK OF CLEANING TUBE LIGHTS AND FANS AT
VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR ONE
YEAR UNDER SINGLE COVER SYSTEM**

On line submission closing date:15.00 Hrs. on 23.04.2018

On line Opening date: 15.00 hrs. on 24.04.2018

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



CHENNAI PORT TRUST

No.1, Rajaji Salai, Chennai – 600 001.

MEE / GC1 / 054 / 2017 / Dy.CME(ES&CH)

Sealed Quotations are invited from eligible, experienced and reputed firms for “ **e QUOTATION FOR FOR THE WORK OF CLEANING TUBE LIGHTS AND FANS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR ONE YEAR UNDER SINGLE COVER SYSTEM** ” as per details furnished hereunder:-

Quotation document can be downloaded from the Trust's Website

On line submission closing date : 15.00 Hrs. on 23.04.2018

On line Opening date: 15.00 hrs. on 24.04.2018

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

CHIEF MECHANICAL ENGINEER

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- l) Bidders 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/nCode 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 the documents as asked, otherwise, the bid will be rejected.
 8. Bidder should take into account of the corrigendum's published before submitting the bids online.
 10. 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.
 11. 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 Document, latest by the date of bid submission.
 12. Bidder selects the quotation which he is interested using search option & then moves it to the 'my favorites folder'.
 13. From the 'my favourites folder', he selects the quotation to view all the details indicated.
 14. The Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid.
 15. The Bidder has to select the payment option as offline to pay the Quotation fee as applicable.

16. Hard copy of Quotation document shall be submitted on or before opening of Quotation.
17. 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.
18. 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.
19. The quotation system will give a successful bid updation message & then a 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.
20. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
21. The bid summary will act as a proof of bid submission for a quotation floated and will also act as an entry point to participate in the bid opening date.
22. For any clarifications with the TIA, the bid number can be used as a reference.
23. Bidder should log into the site well in advance for bid submission so that the 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.
24. Each documents to be uploaded online for the quotations 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.
25. 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.
26. 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 & not be viewable by any one until the time of bid opening.
27. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used Data storage encryption of sensitive fields is done.

28. 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.
29. Quotationer is required to submit their Quotation through online in the form of single cover system on or before due date of closing time **23/ 04 / 2018 at 15.00 Hrs.** The Quotation received after the due date and time will not be entertained.

Quotation Document can be submitted online only in the designated single cover system on the e-quotation website eprocure.gov.in on or before the due date and time. However, one Hard copy of the Quotation shall be submitted on or before 13/04/2018 at 14.30 Hrs. The time of opening of bid will be on **24 / 04 / 2018 at 15.00 Hrs.**

Quotationer should submit the Quotation as per specification indicated in Schedule 'A' and accordance with the General Conditions. Single cover shall contain scanned copy of the quotation document and Price Schedule

Price should be quoted in Online "**Price Schedule – 'A1'**" (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 be 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 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.

III. **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 Document.
 - d. It mentions the validity period as set out in the document.
 - e. It provides the information in reasonable detail.
 - f. There shall be no significant inconsistencies between the proposal and the supporting documents.
 - g. 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) The cost of stamping Agreement / u n d e r t a k i n g must be borne by the successful Quotationer.
- 3) Quotationers 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.
- 4) 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.

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e QUOTATION FOR THE WORK OF CLEANING TUBE LIGHTS AND FANS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR ONE YEAR

TECHNICAL SPECIFICATION

SCHEDULE – ‘A’

1.0. GENERAL:

Chennai Port Trust proposes to carryout the work of cleaning of Tube light fittings, CFL fittings and fans at various locations in Chennai Port Trust for 1 year through outside contract.

2.0. SCOPE OF WORK

The scope of the work includes the following:

- (i) Thorough cleaning of tube light fittings, CFL Fittings and its accessories.
- (ii) Thorough cleaning of Ceiling fans/wall mounting Fans/Exhaust Fans and its accessories.
- (iii) Cleaning shall be carried out with cleaning agent which shall be approved by Engineer in charge.
- (iv) The contractor shall maintain a register showing the location, No. of fans and lights cleaned with signature of respective office personnel. The bill shall be claimed with a copy of the register along with invoice.
- (v) The total quantities of the tubular lamp fittings, CFL Fittings and ceiling fans/wall mounting Fans/Exhaust Fans to be cleaned once in four months for a period of one year are furnished below:

Sl. No.	LOCATION	QUANTITY	
	The location Includes the connected verandah corridors, etc.	Tubular lamp fittings in Nos.	Fans in Nos.
1.	Main Hospital old Building, Main Hospital Annex, Diamond jubilee building	1293	530
2.	Old Administrative Office Building & MM(COS) Office	689	288

	Building		
3.	Centenary building and VIP Guest house	911	240
4	Division Office (Marine)	28	25
5.	Canteen (A.O. Canteen), Industrial canteen (CWS) and Industrial Employees Co-operative Canteen)	249	187
6	Officers Quarters	400	180
Total		3570	1450

Note:

For any clarifications, if any, the firm may contact the 'Dy.CME (ES & CH)) at 2nd floor of the Old Administrative Office Building, Tel. Ph. 25312542 and Ex.E.(ES) at 2nd floor of the Old Administrative Office Building, Tel. Ph. 25312428.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**

e QUOTATION FOR THE WORK OF CLEANING TUBE LIGHTS AND FANS AT VARIOUS LOCATIONS IN CHENNAI PORT TRUST FOR ONE YEAR

SCHEDULE OF PRICES AND QUANTITIES

SCHEDULE 'A1'

Sl. No.	Description of work	Unit	Qty	Rate/Unit Rs.	Amount
1.	Cleaning of Tube lights fittings, CFL Fittings and accessories. <u>Note:</u> No. of fittings to be cleaned shall be not less than 3570 Nos./ four months during the contract period	Nos.	10,710		
2.	Cleaning of Ceiling fans / wall mounting Fans/ Exhaust Fans and accessories. <u>Note:</u> No. of fans to be cleaned shall be not less than 1450 Nos./ four months during the contract period.	Nos.	4,350		
(Rupees only)				Total Amount	

Note: i) The rate quoted by the firm shall be inclusive of all taxes and duties excluding GST.

ii) The firm shall furnish the Tax invoice for GST separately as per GST Act / Rules.

Firm's Sign and Seal

CHENNAI PORT TRUST
GENERAL CONDITIONS

1. GST Registration Number and PAN CARD Number:

The Contractor should submit the GST Registration Number and Pan Card Number along with the offer without fail failing which your offer will not be considered for evaluation.

2. Taxes:

- i) Tenderers will examine the various provisions of the Central Goods & Services Tax Act-2017 (CGST)/ Integrated Goods & Services Tax (IGST)/ Union Territory Goods & Services Tax (UGST) respective State's State Goods & Services Tax Act (SGST) also, as notified by Central/State Government and as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.
- ii) The rate quoted by the Contractor/Supplier shall be inclusive of all Taxes and Duties other than GST. Applicable GST will be paid by ChPT based on the Tax Invoice.
- iii) The Financial evaluation will be based on the total base price quoted by the Contractor / Supplier excluding GST.
- iv) The firm shall furnish the Tax invoices as per GST Act/Rules in the name of the Chennai Port Trust by mentioning the GSTIN of ChPT and indicating amounts of GST Separately. The GSTIN of ChPT is **33AAALC0025B1Z9**.
- v) The contractor /Firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of ChPT to enable ChPT to avail eligible Input Tax Credit (ITC).
- vi) The contractor/ firm shall indemnify Chennai Port Trust from any loss of eligible ITC of GST paid by it to the Contractors/Suppliers based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the contractor/firm or non-compliance of GST Act/provisions. The contractor/firm shall remit such GST amount with applicable interest and penalties to the ChPT within 7 days from the date of intimation by the ChPT about non-availing of eligible ITC. ChPT also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills, Security Deposit or any amount due to the contractor by ChPT".
- vii) Applicable statutory recoveries including TDS under Income Tax, TDS under GST provisions etc., will be deducted/recovered while accounting for or making payment to the Contractor/Supplier as per the applicable law.

3. Financial Evaluation:

The Financial evaluation of the Tender will be based on the Base Price of the supply of goods or services or both excluding the applicable GST.

4. Completion Period:

The entire work shall be completed ONE YEAR from the 7th day of issue of order.

However the contract period may be extended for further period of one year, if mutually agreed by the contractor and the Port Trust for the same terms and conditions.

5. Payment Terms:

100% of the payment will be made once in 4 months for the actual work carried out.

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

Payment will be made through e-payment after satisfactory completion of the work. The payment will be made on production of pre-receipted bill in the Trust's format and being certified by the Trust's Engineer.

The applicable GST on the taxable value of goods or services or both covered in this contract will be paid by Port as re-imbusement on production of documentary evidences/reflection of the same under the GSTIN of ChPT in the GST web portal. Applicable Statutory recoveries including TDS under Income Tax, TDS under GST Acts will be deducted / recovered while accounting for or making payments to the Contractor as per the applicable laws.

6.0. Penalty Clause:

Failure to carryout the work as per the prescribed quantity, a penalty of 1.5 times of the charges of the unfulfilled portion will be levied.

7. Validity:

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

8. Guarantee Period:

As this is an Annual Maintenance contract, the guarantee clause is not applicable.

9. 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 7 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 contract period of one year.

10. **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/-

11.0 Other terms and conditions:

11.1 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.

11.2. No Men, Materials, Testing Equipments, Food & Accommodation, Transport will be provided throughout the work departmentally.

11.3. No advance payment will be made.

11.4. Necessary Entry passes shall be obtained by the firm at their own cost with the approval of Port Officials.

11.5. 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.

11.6. 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

11.7. 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. 25312542.

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST**