



CHENNAI PORT TRUST
No. 1 RAJAJI SALAI
CHENNAI - 600001

**QUOTATION FOR CLEANING AND MAINTAINING THE
GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH
SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C)F
DIVISION.**

CIVIL ENGINEERING DEPARTMENT

QUOTATION NOTICE NO.Q/WMA1/332/2017/E

THROUGH E-PROCUREMENT MODE

Due Date of online submission : 15.00 Hrs. on 23.08.2017
Due Date & Time of bid opening : 15.30 Hrs. on 24.08.2017

CHENNAI PORT TRUST

CIVIL ENGINEERING DEPARTMENT

**QUOTATION FOR CLEANING AND MAINTAINING THE
GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH
SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C)F
DIVISION.**

THROUGH E-PROCUREMENT MODE

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CHENNAI PORT TRUST

CIVIL ENGINEERING DEPARTMENT

ONLINE BID REFERENCE

QUOTATION FOR CLEANING AND MAINTAINING THE GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C)F DIVISION.

THROUGH E-PROCUREMENT MODE

PERIOD OF DOWNLOADING
BIDDING DOCUMENT : 10/08/2017 To 23/08/2017

START DATE & TIME FOR
ONLINE BID SUBMISSION : 17/08/2017 at 12.00 hrs.

LAST DATE & TIME FOR
ONLINE SUBMISSION OF BID : 23/08/2017 TIME 15.00 HOURS

TIME & DATE OF
OPENING OF BID : 24/08/2017 TIME 15.30 HOURS

PLACE OF OPENING
OF BID : CHENNAI PORT TRUST,
IIIrd 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 GST Registered contractors who are satisfying the eligibility criteria for the work of **“Quotation for Cleaning and maintaining the ground floor and first floor of centre berth shed in WQ II area at Dr. Ambedkar Dock- in Ex(C)F division”** as per the details furnished hereunder.

Estimated Cost: Rs 4,50,996/- (approx) | EMD: Rs. 9100/-

Completion period: 177 Days

- (i) Should have successfully completed similar works during last 7 years (as on 30.07.2017).
- a) Three similar completed works each costing not less than 40% of the present estimated cost i.e. Rs.1,80,400/-/(or)
 - b) Two similar completed works each costing not less than 50% of the present estimated cost i.e. Rs.2,25,500 (or)
 - c) One similar completed work costing not less than 80% of the present estimated cost i.e. Rs.3,60,800/- 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., Rs.1,35,300/

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 uploaded with the quotation document. 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 through online. 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 works”

GST Registered tenderers only eligible to participate in the quotation. Quotation document can be downloaded from Chennai Port Trust website: www.chennaiport.gov.in or e-procurement portal. The scanned copy of the DD instrument towards EMD drawn in favour of “The Chairman, Chennai Port Trust” shall be uploaded with the quotation document- while submitting the quotation electronically in the e-procurement Portal. The original demand draft should be reached Ch.P.T before opening the bid. Non submission of DD as single instrument in original to Ch.P.T may lead to disqualification of bids. Note: The exemption certificate from NSIC/MSME is applicable for exemption from payment of EMD only

Down loading period of bid document : **10.08.2017 to 23.08.2017**

Start date & time for online bid submission : **17.08.2017 at 12.00 hrs**

Last date & time for online bid submission : **23.08.2017 at 15.00 hrs**

Date & Time of opening of bid : **24.08.2017 at 15.30 hrs**

For details, visit our web site www.chennaiportgov.in & <http://eprocure.gov.in>
Q/WMA1/332/2016/E | CHIEF ENGINEER

CHENNAI PORT TRUST

CIVIL ENGINEERING DEPARTMENT

QUOTATION FOR CLEANING AND MAINTAINING THE GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C) F 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.

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/ Bankers Cheque/ copy of exemption certificate) should be sealed in an envelope and reached to 3rd 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.

- 17.4 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 be 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 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 demand drafts towards EMD
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. Quoted BOQ (.xls format)

The original Demand Draft/ Banker's Cheque towards EMD 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 (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.

1. 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), 3rd 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

**QUOTATION FOR CLEANING AND MAINTAINING THE GROUND FLOOR
AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT
Dr. AMBEDKHAR DOCK- IN EX(C)F DIVISION**

SCHEDULE - A

GENERAL RULES AND DIRECTIONS FOR GUIDANCE

1. Deadline for submission of Quotation:

1.1 Online tenders through e-procurement mode are invited by Chennai Port Trust from the GST registered reputed Contractors for executing the work of "Quotation for cleaning and maintaining the ground floor and first floor of centre berth shed in WQ II area at Dr. Ambedkhar Dock- in Ex(C)F division under single cover system. The estimated cost put to Quotation is **Rs.4,50,996/- (Approx)**

1.2 The Quotation document through **e-procurement mode** is open from **10.8.2017 to 23.08.2017** 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 and e-procurement portal link and submit as Quotation offer on or before the due date and time of submission. The original DD as single instrument for EMD to be reached ChPT before opening the technical bid. Mere uploading of proof of DD towards EMD 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 30.07.2017)
 - a) Three similar completed works each costing not less than 40% of the present estimated cost i.e. Rs.1,80,400/- (or)
 - b) Two similar completed works each costing not less than 50% of the present estimated cost i.e. Rs.2,25,500/- (or)
 - c) One similar completed work costing not less than 80% of the present estimated cost i.e. Rs.3,60,800/- 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.1,35,300/-

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 uploaded with the quotation document. 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 through online 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 works**”.

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.9,100/- (Rupees nine Thousand one Hundred only)** shall be paid as described in the succeeding clause.

5.2 The EMD shall be submitted only single instrument in the form of Demand Draft/ Bankers Cheque from any Nationalized Bank/ Schedule bank drawn in favour of ‘**The Chairman, Chennai Port Trust**’ payable at Chennai-600001 shall be accepted.

5.3 Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. The bidders should furnish bid security along with their bids
The tenderer who is exempted for payment of EMD 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,
3rd Floor, Administrative Office building,
No.1,Rajaji salai,

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 **24.08.2017 at 15.30 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 and e-procurement portal link.

7. Refund of EMD

7.1 Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

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.

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 CLEANING AND MAINTAINING THE GROUND FLOOR
AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT Dr.
AMBEDKHAR DOCK- IN EX(C)F DIVISION**

SCHEDULE 'B'

SPECIAL CONDITIONS

1. The work shall be completed within **177 days (One Hundred and Seventy Seven)** 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:

The Contractor shall be permitted to collect water from the nearest water supply point at free of cost. But the contractor shall make his own arrangements for collection and storage of water required for the 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 fulfil 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 $\frac{1}{2}\%$ (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.

**CHIEF ENGINEER
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QUOTATION FOR CLEANING AND MAINTAINING THE GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C)F 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 **177 working Days** from the 7th 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.
21. The applicable GST on the taxable value of goods or services or both covered in this tender/contract will be paid by port as re-imburement 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 vendor as per the applicable laws

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.21,000/- 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.21,000/- 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 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/-.

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
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CIVIL ENGINEERING DEPARTMENT
Annexure II**

Following list of tools and materials to be supplied by the contractor for every month
Phenyle compound = 4 litre
Floor cleaner= 4 liter
Vim powder = 6 kg
Acid = 8 litre
Bleaching powder = 10 kg
Thread mop = 15 nos
Rangoon broom =4 nos
Cocunut broomstick = 8 nos
Checked cloth = 4 nos
Yellow cloth = 4 nos
Plastic bucket (Big) = 1 no
Plastic bucket (Small) = 5 nos
Plastic mug = 1 no
Plastic muram = 1 no
Block removal pump = 1 no

**CHIEF ENGINEER
CHENNAI PORT TRUST**

**CHENNAI PORT TRUST
CIVIL ENGINEERING DEPARTMENT
ANNEXURE-III**

As required under the GST Act, Chennai Port Trust has obtained GSTIN Provisional ID No. 33AAALC0025B1Z9, All the venders of CHPT including contractors, suppliers, consultants and other service providers shall furnish the GSTIN ID of CHPT in the invoices/ bills raised on CHPT with effect from 01.07.17. The tenderer shall furnish the following details along with a photocopy of the registered GSTIN No. while submitting the quotation document.

S.No	GSTIN Details	Data to be filled up
1	Name of the Firm	
2	Type of Vender whether registered under GSTIN or not	Supplier of Goods/ Supplier of service/ Both (Tick relevant)
3.	Whether registered under	YES/ NO
4	Name & Address as registered in GSTIN	
5	GSTIN No. [copy should enclose]	
6	State of registration of GSTIN	
7	Status of GSTIN Registered customer whether SEZ/ EOU/DTA/ Govt/ Local Authority	
8	PAN No [copy should enclose] *	
9	Mobile No/ Fax No.	
10	e-mail id	
11	Contact person	
12.	Contact Landline NO.	

Seal and Signature

Note:

1. Applicable GST on the taxable value of supply of goods or services or both covered in this tender/contract will be paid by Port as reimbursement as 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 Vendor as per the applicable laws.
2. Please arrange to produce the latest Income Tax Clearance Certificate, GST No and PAN No. and Bank details of your firm

**CHIEF ENGINEER
CHENNAI PORT TRUST**

Preamble to the Bill of Quantities

GENERAL NOTES :

Note:	
1.Number of labour to be posted daily on all working days excluding sundays / closed holidays / holidays. - 5 Nos (Casual labour) in general shift from 07.30 am. To 5.00 pm	
2.The total area inside and outside building to be cleaned daily is 3840 M2 (approx.)	
3.Cleaning the toilets including floors and sanitary fittings such as wash basins, urinals, mirrors, sinks in the verandahs using liquid detergent/ floor cleaner (EWC-2 Nos, IWC-10 Nos, Wash basin-11 nos, urinals -16 nos , Bath rooms - 5 nos	2 times daily
4.Sweeping the floors and mopping the floors with wet cloth using soap water (or) any other liquid detergent (antiseptics)	1 time daily
5.Cleaning the doors, windows, ventilators portions, staircase, handrails, with soap water / liquid detergent and wiping with dry cloth or chamois leather – 160 Sqm	Once in a week
6.Cleaning the venetion / vertical blinds	1 time daily
7.Removing the cob web	Once in 2weeks
8. An Amount of Rs.480/-per day will be recovered from the running bills for non - posting of labour by the contractor.	
9. If the contractor failed to supply the required tools and consumables as per annexure - 1 , the recovery will be made at Rs. 152/- PER day and the same will be recovered from the bill.	
10.The above recovery is applicable on only the day is considered for payment and the contractor engaged the lesser labour than the prescribed nos.	
11.The site sanitary inspectors / Asst sanitary inspectors shall keep the account of materials used by the contractor in the daily consumption site register.	
12.The nose Mask, Polythene hand gloves, apron jackets required are to be mobilised and used in the work by the contractor at his own cost.	
13.The contractor should maintain a Muster Roll in the prescribed form and should get the acknowledgement from the Trust's official daily. .Supervision will be done by the Trust officials to see that all the labours are working from morning to evening in general shift from 7.30 Am to 5 Pm	
14.Payment to the workers shall not be less than minimum wages declared by the Labour Commissioner, Ministry of Labour, Government of India., from time to time.	

15. All the cleaning materials and tools required for 30 days are to be supplied by the contractor at the time of commencement of the work at their own cost as per the list as envisaged in annexure II. And subsequent materials and tools are to be supplied at regular intervals for a period of 30 days till completion of contract period.

16. The cleaning staff shall be provided with uniform (of Contractor's choice) and other Goggles and the rate quoted by the contractor shall be inclusive of all such cost.

17. The contractor should pay the salary to the employees on or before 9th of every month

GENERAL NOTE :

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 if applicable
3. The applicable GST on the taxable value of goods or services or both covered in this tender/contract will be paid by port as re-imburement on production of documentary evidences/reflection of the same under the GSTIN 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 vendor as per the applicable laws.
4. The tenderer shall make arrangements to carryout all the cleaning works mentioned above daily morning and evening on all working days excluding sundays / closed holidays / holidays Morning cleaning work shall be commenced and finished before the start of office hours.
5. The tenderer shall carry out the work as per day to day instructions of the Chief Engineer or his representatives
6. The tenderer shall be responsible for any damage to mirrors and all other sanitary fittings etc., while cleaning and should replace them at his cost, if any damage occurs.
7. If the performance of the contractor is not satisfactory or not upto the expectation of the Chief engineer or his representative, the contract will be terminated forthwith and the payment, if any, will be made for the work carried out.
8. The payment shall be made once in a month only after the satisfactory completion of the work.
9. The payment shall be made once in a month (ie.,) one calender month (28/29/30/31) whichever is applicable, only after the satisfactory completion of the work.
10. The details of ground floor and first floor of center berth shed and public toilet block at 'B' sub station, WQ II area at Dr. Ambedkar dock to be maintained are shown in the enclosed sketch. The work shall be carried out accordingly.
11. The period of completion of work **177 DAYS (working days)**.
12. For further details the tenderer may contact EX©F office during office hours. Tel.25362201 Ex 2220.



CIVIL ENGINEERING DEPARTMENT

**QUOTATION FOR CLEANING AND MAINTAINING THE
GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH
SHED IN WQ II AREA AT Dr. AMBEDKHAR DOCK- IN EX(C)F
DIVISION.**

QUOTATION NOTICE NO.Q/WMA1/332/2017/E

THROUGH E-PROCUREMENT MODE

BILL OF QUANTITIES

Due Date of online submission : 15.00 Hrs. on 23.08.2017
Due Date & Time of bid opening : 15.30 Hrs. on 24.08.2017

CHENNAI PORT TRUST
QUOTATION FOR CLEANING AND MAINTAINING THE GROUND FLOOR
AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT Dr.
AMBEDKHAR DOCK- IN EX(C)F DIVISION.

PART - II
BILL OF QUANTITIES

(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 CLEANING AND MAINTAINING THE GROUND FLOOR AND FIRST FLOOR OF CENTRE BERTH SHED IN WQ II AREA AT DR. AMBEDKHAR DOCK- IN EX(C)F DIVISION.

Contract No: Q / WMA1 / 332 / 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 relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl.No	Item Description	Quantity	Unit	Basic RATE In Figures To be entered by the Bidder Rs. P	Total Amount	Total AMOUNT in Words
1.00	Daily cleaning and maintaining in neat and tidy condition the floors, staircase, toilets, bath rooms, including cleaning all the windows, aluminium doors, partitions, ventilators, grooves at the aluminium frames for smooth operation, venetian / vertical blinds, staircase hand rails, struts, including cleaning all	177	1 day (One day)			

<p>sanitary fittings such as water closets, urinals, wash basins, etc., including cob web cleaning in the ground floor and first floor at center berth shed in WQ II area , including staircase and as directed at site, maintaining the area in hygienic condition, depositing / disposing the collected rubbish materials into the dust bins / collection tubs in the nearest area and all as directed, on all working days excluding Sundays including all labour, materials tools, equipments, buckets, containers (for collecting and storing the cleaning materials) as mentioned in Annexure II etc., complete</p>					
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Total in Figures	
Total in Words	