



CHENNAI PORT AUTHORITY
MECHANICAL & ELECTRICAL ENGG. DEPARTMENT

MEE/EC7/1431/2022/Dy.CME (ES)

e-QUOTATION

FOR

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR
THE EXISTING 4 NOS. AQUARIUM INSTALLED AT VARIOUS
LOCATIONS IN CHENNAI PORT AUTHORITY FOR A PERIOD OF
ONE YEAR.**

**e-Quotation can be submitted online only on or before 07.07.2022
at 15.00 Hrs. through the website www.eprocure.gov.in
and the e-Quotation can be viewed / downloaded from
www.chennaiport.gov.in also.**

The e-Quotation will be opened on 08.07.2022 at 15.30 Hrs.

e-Quotation Invited by:-

Dy.CME (ES) Division

Chennai Port Authority

Old Administrative Office Building, No.1, Rajaji Salai, Chennai-600 001.

Phone No: 044-25312300

Email : silango@chennaiport.gov.in

CHENNAI PORT AUTHORITY
MEE/EC7/1431/2022/Dy.CME (ES)

e-QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR THE EXISTING 4 NOS. AQUARIUM INSTALLED AT VARIOUS LOCATIONS IN CHENNAI PORT AUTHORITY FOR A PERIOD OF ONE YEAR.

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e-Quotation document can be submitted online only on the e-tender website **eprocure.gov.in** on or before the due date and time. However, one hard copy of the Quotation shall be submitted as specified in the Quotation. The time of opening of the quotation will be on **08.07.2022 at 15.30 Hrs.**

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT AUTHORITY**



CHENNAI PORT AUTHORITY

MECHANICAL & ELECTRICAL ENGG. DEPARTMENT

Old Administrative Office Building, No.1, Rajaji Salai, Chennai – 600 001.

NOTICE INVITING e-QUOTATION

e-QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR THE EXISTING 4 NOS. AQUARIUM INSTALLED AT VARIOUS LOCATIONS IN CHENNAI PORT AUTHORITY FOR A PERIOD OF ONE YEAR.

Last Date of bid Submission : **07.07.2022 at 15.00 Hrs.**

Date of opening of bid : **08.07.2022 at 15.30 Hrs.**

For further details please visit : eprocure.gov.in

www.chennaiport.gov.in

CHIEF MECHANICAL ENGINEER

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Bidders to follow the following procedure to submit the bids online through the e-procurement site: <https://www.eprocure.gov.in>

1. Bidder should do the registration in the 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 / schedules for the quotation 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. If there are any clarifications, the bidder may contact the Executive Engineer (E&C) Chennai Port Authority through telephone No.25312300.
9. Bidder must in advance prepare the bid documents to be submitted as indicated in the quotation schedule and they should be in required format. If there is more than one document, they can be clubbed together.
10. Bidder selects the quotation which he is interested using search option & then moves it to the “my favorites folder”.
11. From the my favorites folder, he selects the quotation to view all the details indicated.
12. The Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid.
13. 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.
14. 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. The BOQ file, if found modified by the bidder, his bid will be rejected.
15. The 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.

16. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
17. 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.
18. Bidder should log into the site well in advance for bid submission so that he submits the bid in time (i.e.) on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
19. Each documents to be uploaded online for the quotation 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.
20. The time settings fixed in the server side & displayed at the top of the website, 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.
21. 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.
22. 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.
23. Any documents that uploaded to the server are subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted quotation documents become readable only after the quotation opening by the authorized individual.
24. The firm is required to submit their Quotation through online in the form of single cover system on or before due date of closing time **07.07.2022 at 15.00 Hrs.** The Quotation received after the due date and time will not be entertained.
25. 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 as specified in the Quotation. The time of opening of e-Quotation will be **08.07.2022 at 15.30 Hrs.**
26. The firm should submit the Quotation as per specification indicated in Schedule 'A' and accordance with the General Conditions.
27. 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.

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. Contains cost of the Quotation document (wherever applicable).
 - e. It mentions the validity period as set out in the document.
 - f. It provides the information in reasonable detail.
 - g. There shall be no significant inconsistencies between the proposal and the supporting documents.
 - h. The ChPA 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 ChPA in respect of such Quotations.
- 2) The cost of stamping Agreement must be borne by the successful contractor.
- 3) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the quotations will be taken as valid.

4) **HARBOUR ENTRY PERMIT**

Harbour Entry Permit with QR code will be issued through online only. Requisition for HEP should be sent well in advance to MEE Dept. through silango@chennaiport.gov.in with details : (i) Firm's Name (ii) Mobile No. (iii) Email Address (iv) Purpose for visit (iv) HEP for No. of Persons / Vehicles / Drivers.

On receipt of above details to silango@chennaiport.gov.in MEE Dept., will process the request for Harbour Entry Permit. A message with link and Gate pass-id will be sent to your registered e-mail automatically. By using the link received, the requisite documents are to be scanned and uploaded duly entering the date of HEPs required with No. of persons / vehicles/ drivers. After processing the request, approval message with a link will be sent again to firm's e-mail address from Traffic Manager (Pass Section).

Again the link in your e-mail may be utilized for taking print-out copy of Harbour Entry Permit with QR code for entering inside the Harbour Premises.

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GENERAL CONDITIONS OF THE CONTRACT (GCC)

SECTION – I

1.0 Service Tax Registration Number and PAN CARD Number:

The Contractor should submit a copy of the Service Tax Registration Certificate and PAN card along with the offer.

2.0 TAXES

The firm shall furnish the tax invoice as per GST Act / Rules in the name of Chennai Port Authority by mentioning the GSTIN of ChPA and indicating amounts of GST separately. The GSTIN of Chennai Port Authority is **33AAALC0025B1Z9**.

The 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 ChPA to enable ChPA to avail applicable input tax credit.

Chennai Port Authority shall reimburse the GST component mentioned in the Invoice to the Contract / Supplier / Vendor only to the extent and on reflection of the same under the GSTIN of ChPA in the GST web portal.

Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc., will be deducted / recovered while accounting for or making payments to the Contract / Supplier / Vendor as per the applicable laws.

TDS under GST

- i) Section 51 of CGST Act and 1st proviso to Section 20 of IGST Act make it obligatory for ChPA to deduct TDS @ 2% on the “amounts paid to Vendor” or amounts credited to the account of the Vendor / Contractor”.
- ii) If the purchase is made from a vendor located in Tamilnadu, then the TDS of 2% will be @ 1% under SGST and another 1% will be under CGST. If the purchase is made from a vendor located in a State / UT other than Tamilnadu, then the TDS of 2% will be under IGST.
- iii) This GST TDS is mandatory if the payments / purchases are made for the contract value more than Rs.2,50,000/- It does not depend on the individual invoice values, but it depends on the “**value of contract**”.

3.0 FINANCIAL EVALUATION

The financial evaluation of the quotation will be based on the Base Price of the goods / services / both excluding the applicable GST.

4.0 COMPLETION PERIOD

The work shall be completed in ONE YEAR from the date of receipt of the order.

5.0 PAYMENT TERMS

- i) Quarterly payment will be made on pro-rata basis through e-payment in ChPA bill format with details of services carried out after completion and acceptance of the work by the Authority.
- ii) Payment will be made through e-payment after satisfactorily completion of the work. The payment will be made on production of pre-receipted bill in the ChPA's format and being certified by the ChPA's Engineer.
- iii) 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 ChPA 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.
- iv) The firm shall quote the Bank Account details for the payment through ECS along with PAN. A copy of the Pan Card, GST Registration No. shall be furnished.

6.0 LIQUIDATED DAMAGES

The contractor shall complete the entire work within the completion period failure of which the Liquidated Damages / Late Delivery Charges shall be ½% of the contract value per day or part thereof subject to a maximum of 5% of the contract value.

7.0 VALIDITY

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

8.0 GUARANTEE PERIOD

Guarantee will not be applicable.

9.0 SECURITY DEPOSIT :

- (i) The security deposit in any manner suggested above shall be to the extent of 3% of the total contract amount of accepted quotation towards security for the due fulfilment of the conditions of contract and the firm 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 Authority 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) 3% of the amount deposited by the firm as security under the agreement will be refunded to the contractor on satisfactory completion of the contract period.

10.0 EPF CLAUSE

The Act provides for monthly contributions by the employer plus workers @10% or 8.33%. The benefits payable under the Act are:

- i) Pension or family pension on retirement or death, as the case may be.
- ii) Deposit linked insurance on the death in harness of the worker.
- iii) Payment of P.F. accumulation on retirement/death etc.

11.0 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 Authority has registered under the ESI Act on 26.09.2012 with ESI Corporation and provision of ESI Act, 1948 are applicable to Chennai Port Authority, 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 Authority 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% plus employees' share of 0.75% 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 3.25% and Employees contribution of 0.75% (recovered from employees), totally 4% 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 Authority. The contribution of ESI amount, both Employers share of 3.25% and Employees contribution of 0.75% (recovered from Employees salary), totally 4% shall be paid by the Contractor in the Chennai Port Authority 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 Authority) 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 firm at the time of quotation 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 firm does not possess ESI Registration at the time of participation in the quotation, then they should obtain registration under ESI Regulations before award of the work by Chennai Port Authority 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 firm 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 firm 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 firm 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 ChPA against all damages & accident occurring to his labour in a Non – Judicial Stamp paper worth Rs.100/-.

12.0 EXECUTION OF UNDERTAKING:-

An Undertaking should be executed duly affixing Rs.20/- special adhesive stamp and sealed.

13.0 OTHER TERMS AND CONDITIONS

- i) 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.
- ii) No men, materials, testing equipments, food & accommodation, Transportation will be provided throughout the work departmentally.
- iii) No advance payment will be made.
- iv) Necessary entry passes shall be obtained by the firm at their own cost with the approval of Port Officials.
- v) 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.
- vi) 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.
- vii) For any clarifications if any, the firm may contact Executive Engineer (E&C), Chennai Port Authority Old Administrative Office Building, No.1, Rajaji Salai, Chennai-600 001. Phone No: 044-25312300 ~ Email : silango@chennaiport.gov.in

**CHIEF MECHANICAL ENGINEER
CHENNAI PORT AUTHORITY**

e-QUOTATION FOR THE COMPREHENSIVE ANNUAL MAINTENANCE AND SERVICING CONTRACT FOR THE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF THE EXISTING 4 NOS. AQUARIUM INSTALLED AT VARIOUS LOCATIONS IN CHENNAI PORT AUTHORITY FOR A PERIOD OF ANOTHER ONE YEAR.

TECHNICAL SPECIFICATION
SCHEDULE - 'A'

1.0 GENERAL

Chennai Port Authority proposes to award Comprehensive Annual Maintenance & Servicing Contract (CAMSC) for the existing 4 Nos. Aquarium installed at various locations in Chennai Port Authority for a period of another One year.

2.0 SCOPE OF THE WORK

The scope of the work includes the following :-

- i) All the fish tank shall be cleaned thoroughly once in a month and fresh water shall be refilled after cleaning.
- ii) Fish feeding with flakes / pellets shall be done daily.
- iii) In case of any loss / death of fishes the tank shall be thoroughly cleaned, fresh water shall be re-filled, fish anti-biotic medicine shall be applied in the tank. New fishes shall be replaced immediately in the place of loss / dead fishes to maintain the number the fishes as per the existing quantity.
- iv) The Air pump, under level filter, external filter, electrical heater, LED lighting and electrical motor shall be thoroughly checked and maintained properly in all the tanks.
- v) Defective / damaged Aeration pump, Electrical motor, Filter Sponge, LED lights and decorative models inside the tank shall be replaced immediately. These items will not be covered under CAMSC and shall be claimed separately on pro-rata basis. The rates for these items shall quoted by the firm in Schedule-A1 prices and quantities.

3.0 DETAILS OF THE AQUARIUM (FISH TANK) WITH LOCATIONS :-

i) Diabetic Hospital at the ground floor of the Diamond Jubilee Building

The size of the Tank	: Length 72" x 20" width x 28" Height PVC mould with Tough Glass
Air Motor	: 1 No.
Overhead Motor	: 2 Nos. & External Filter
Number of fishes in the Tank	: 25 Nos. (medium sizes).

ii) Old Administrative Office Building (Ground Floor).

The size of the Tank : Length 48” x 18” width x 24” Height PVC mould with Tough Glass
Air Motor : 1 No.
Overhead Motor : 2 Nos. & External Filter.
Number of fishes in the Tank : 20 Nos. (medium sizes).

iii) Centenary Building (Ground Floor) near VIP Lift

The size of the Tank : Length 72” x 20” width x 28” Height PVC mould with Tough Glass
Air Motor : 1 No.,
Overhead Motor : 2 Nos. & External Filter.
Number of fishes in the Tank : 25 Nos. (medium sizes).

iv) Centenary Building (9th Floor) at the Dy.Chairman’s office :

The size of the Tank : Length 48” x 15” width x 24” Height
Air Motor : 1 No.,
Overhead Motor : 2 Nos. & External Filter.
Number of fishes in the Tank : 20 Nos.(medium sizes).

4.0 OTHER TERMS AND CONDITIONS :

- i) The firm shall inspect all the fish tanks, acquaint themselves the nature of work involved and then only shall quote their rates.
- ii) The firm shall inspect all the tanks daily and shall report to the Nodal Officer appointed regarding the performance of the fish tanks.
- iii) The firm shall report to the Nodal Officer and get his concurrence before planning for the cleaning of the fish tanks. As per the instruction of the Nodal Officer only the cleaning shall be carried out.
- iv) Any loss / death of fishes in the tank shall be reported to the Nodal Officer and shall be replaced with new fishes as instructed by him.
- v) The defective Air Pump, motor filters, LED lamps, etc. shall be replaced immediately as per the instruction of the Nodal Officer and the payment for items shall be claimed in the bill on pro-rata basis.
- vi) The period of CAMSC is for One year with an extended period of 1 year based on the performance of the previous year.
- vi) For further details, the Quotation shall contact the Executive Engineer (E&C) at 2nd Floor of Old Administrative Office Building, Phone No.044-25312300.

CHIEF MECHANICAL ENGINEER

e-QUOTATION FOR THE COMPREHENSIVE ANNUAL MAINTENANCE AND SERVICING CONTRACT FOR THE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF THE EXISTING 4 NOS. AQUARIUM INSTALLED AT VARIOUS LOCATIONS IN CHENNAI PORT AUTHORITY FOR A PERIOD OF ANOTHER ONE YEAR.

SCHEDULE OF QUANTITIES & PRICES

SCHEDULE – ‘A1’

Sl. No.	Description	Qty.	Unit	Rate/Unit/ Month (Rs.)	Total Amount/ Year (Rs.)
	Charges for the CAMSC of the Fish Tank at the four locations for a period of One year as detailed in Schedule –A.				
1.	Diabetic Hospital (Ground Floor)	1	No		
2.	Old Administrative Office (Ground floor)	1	No		
3.	Centenary Building Ground Floor near CCTV Room	1	No		
4.	Centenary Building 9 th Floor at the Dy.Chairman’s Office	1	No		
Total exclusive of GST					

(Rupees _____ only exclusive of GST)

Important Note : Price BoQ should be quoted through online only.

Note :

- i) The rate quoted by the firm shall be inclusive of all taxes and duties exclusive GST.
- i) The firm shall furnish the Tax Invoice for GST separately as per GST Act / Rules.

FIRM’S SIGNATURE AND SEAL