



MEE / HA1 / 252 / 2015 / Dy. CME (W)

***“QUOTATION FOR CLEANING FRESH WATER AND WELL
WATER HIGH LEVEL / LOW LEVEL TANKS AT VARIOUS
LOCATIONS IN CHPT PREMISES THROUGH ANNUAL
MAINTENANCE CONTRACT.*”**

1. GENERAL CONDITIONS :
2. TECHNICAL SPECIFICATIONS : SCHEDULE ‘A’
3. COST SCHEDULE : SCHEDULE ‘A1’

CHIEF MECHANICAL ENGINEER
CHENNAI PORT TRUST

Due date: 24.11.2015
3.00 p.m

Cost of document: Rs.158/-

CHENNAI PORT TRUST

GENERAL CONDITIONS

1. Quotations are to be sent in duplicate in a sealed cover from eligible, experienced and reputed firms duly super scribed as “**Quotation for cleaning fresh water and well water High Level / Low Level Tanks at various Locations in CHPT premises through Annual Maintenance Contract**” addressed to the Chief Mechanical Engineer Office, 7th floor of Centenary Building, Chennai Port Trust, Rajaji Salai, Chennai – 600 001 so as to reach before 3 pm on **24.11.2015**.

Documents can be obtained from the A.O (Cash) on payment of Rs.158/-. Pay order/ Demand Draft towards cost of the documents should be drawn in favour of the Chairman, Chennai Port Trust payable at Chennai.

Those who have downloaded the Document from the Trust’s Website should send a Demand Draft / Pay Order for Rs.158/- being the non-refundable sum towards the cost of Document, in favour of “CHAIRMAN, Chennai Port Trust” at Chennai, so as to reach on or before 3.00 pm **24.11.2015** along with the covering letter, addressed to “The Chief Mechanical Engineer, Electrical and Mechanical Department, 7th floor of Centenary Building, No.1, Rajaji Salai, Chennai Port Trust, Chennai – 600 001. The cover shall be super scribed as **Quotation for cleaning fresh water and well water High Level / Low Level Tanks at various Locations in CHPT premises through Annual Maintenance Contract**”

2. Quotations shall be filled in ink or typewritten.

3. Quotations will be opened at the Office of the Chief Mechanical Engineer, 7th floor of Centenary Building, Chennai Port Trust, Rajaji Salai, Chennai–600 001 immediately.

4. Telegraphic offers will be treated as defective, invalid and rejected. Only detailed complete offers received before closing time and date stipulated will only be taken as valid. Quotation received after the due date and time will summarily be rejected.

5. **Cost Schedule:** The price quoted shall show separately the cost of the equipment accessories, tools etc. to be supplied with the equipments along with the taxes duties, Insurance charges, freight charges etc. applicable to the above work. The Trust is not in a position to provide form ‘C’ or ‘D’. The Trust does not bind itself to accept claims for extra payment for items not included in the quotation. Taxes and total cost are to be furnished separately both in figures and words. All corrections should be properly attested. If this comes under DGSD rate contract, the rate should be quoted. If not, please state that the item does not come under rate contract.

6. The rates shall be firm not subject to fluctuation at any stage till the completion of the contract satisfactorily. Rates may be quoted separately for taking into consideration whether the old recoverable parts are to returned to the Trust or to be retained by the firm as the case may be.

7. **Validity:** The price quoted shall be firm and should hold good for sixteen weeks from the date of opening of the quotations.

8. **Completion Period:** One year from the date of handing over of first site after receipt of the order by the Contractor.

9. Payment Terms: The payment will be made once in four months after satisfactory completion of the portion of works and on production of completion certificate from the Trust Engineer. For this purpose, the contractor shall submit all his bills in the Trust's format addressed to the Chief Mechanical Engineer, Chennai Port Trust, Chennai – 600 001.

10. Liquidated damages: For delay in completion of work, liquidated damages at the rate of ½% of the contract value per week or part thereof (a week is defined as 7 days inclusive of holidays) subject to a maximum of 5% of the contract value will be imposed.

11. Security Deposit: On placing of the order, the contractor should pay the Security Deposit equal to 5% of the contract value in cash or by DD/Pay order in the prescribed form. If the S.D has not been remitted within 10 days of receipt of the order, necessary interest will be levied till the remittance of the same. The 100% security deposit amount deposited by the contractor will be refunded after the satisfactory completion of the Annual Maintenance contract period.

12. Indemnity: The Contractor should indemnify the Trust against any liability for compensation due to injury to this own workman or to others while executing the work and for any damage to property and should notify to the police and the Chief Mechanical Engineer for serious/fatal accidents.

13. ESI ACT:

- a) As per the Govt. Notification dt 20.07.09 Chennai Port Trust is registered under the ESI Act on 26.09.2012 with ESI Corporation and provision of ESI Act 1948 are applicable to Chennai Port Trust. 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 contractors 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 employee's 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 names in ESI as per ESI Act, 1948 and obtain ESI Code. Both Employers share of 4.75% and Employees contribution of 1.75% (recovered from the 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 acknowledgement 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 name, 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.

14. The Contractor should comply, with necessary enactment of the State or Central Government, and safety precautions wherever applicable and hold the Board blameless for any infringements and consequences thereof.

In respect of work contracts, the firm shall also comply with the State Labour Regulations Act and submit the proforma duly filled in prior to the submission of final bill. The proforma will be sent along with the order.

15. Neither any one the proprietors/ partners or employees of the contracting firm should have hold any Class I post under the Board prior to retirement and join the firm within two years of retirement without obtaining permission of the Board/Chairman for the same, the contract is liable for termination for violation of this conditions.

16. Entry to the Harbour for individuals or vehicles is regulated by issue of passes by the Commandant, Central Industrial Security Force as per the rules in force then and there. The Entry passes for the firms employees, officials & transport vehicles shall be taken by the tenderer at his cost.

17. The Tenderer should certify that they are not having more than three concurrently running contracts. If this certificate is not furnished the quotation is liable to be rejected.

18. The Chief Mechanical Engineer reserves the right to award any portion of the quotation or to drop the quotation all together at his discretion without assigning any reasons thereof.

19. The contractor has to take suitable Insurance for himself and for all his employees working in the port premises for this work.

20. Necessary safety norms prescribed for the work shall be strictly adhered to.

21. The Tender is responsible for the safety & security of the material till the work is completed and handed over to the Trust.

CHIEF MECHANICAL ENGINEER.

**QUOTATION FOR CLEANING FRESH WATER AND WELL WATER
HIGH LEVEL / LOW LEVEL TANKS AT VARIOUS LOCATIONS IN CHPT
PREMISES THROUGH ANNUAL MAINTENANCE CONTRACT**

SCHEDULE "A"

TECHNICAL SPECIFICATION

General :-

The CHPT has proposed to clean Fresh water and Well water High Level / Low level tanks at various locations of different capacity through Annual Maintenance Contract.

Scope of Work:-

1. Cleaning of water tank after draining the water thoroughly.
2. All the surfaces inside the Tanks including cover to be scraped and clean properly by applying Bleaching powder.
3. All the surfaces inside the Tanks to be cleaned with clean water after completion of item 2.

DETAILS OF THE TANKS TO BE CLEANED :-

S.No	Type of Water Tanks with Capacity in Ltrs.	No. of Tanks
	<u>PVC TANK :-</u>	
1	500	10
2	1000	27
3	2000	21
4	3000	01
	<u>MASONARY TANK :-</u>	
1	2000	11
2	4000	10
3	5000	05
4	6000	02
5	7000	01
6	7500	02
7	9000	03
8	10000	05
9	11000	01
10	12000	03
11	12500	01
12	13000	01
13	14000	02
14	20000	01

Terms and Conditions:-

1. The Contractor is requested to inspect the site conditions before Submitting their offer/ budgetary offer.
2. The period of Contract will be for 12 months.
3. The firm have to make their own arrangements for necessary tools and materials required for the work.
4. The contractor will be responsible for the safety of their men and materials, etc., however , if required a safe place for storing material will be provided by the Trust.
5. The contractor is required to offer rates as per the Trust format "schedule-A-1" without fail and mention taxes and duties.
6. The firm has to make their own arrangements for transportation of their men and materials.
7. All materials required for cleaning should be borne by the contractor.
8. The cleaning of LLR's and HLR's should be done in three cycles which consist of four months for every cycle. The payment will be made after completion of every cycle.
9. Insurance should be taken for all the employees engaged in the contract by the contractor.
10. The contractor shall carryout the cleaning works without causing any inconvenience to the normal functioning of the offices and the occupants of the area.
11. The cleaning works shall be carried out during day time only. The contractor shall obtain approval from the CME's representative for the cleaning schedule before carrying out the works.
12. The payment will be made once in four months after satisfactory completion of the portion of works and as per Trust's payment terms.
13. The rate shall be firm till the completion period.
14. The contractor shall clean the tanks on all days except Trust Holidays for which time schedule will be given along with the order. The contractor should commence and complete the work on the same day. The Trust's reserves the right to alter the time schedule and also drop cleaning of certain tanks due to unavoidable reasons. However, the changes made will be informed to the contractor well in advance.
15. The total period for the works will be one year. The works shall be started within a weeks time from the date of acceptance of the Trust's order and handing over the site.
16. The quantities indicated in the schedule are only approximate and can be increased / decreased at the discretion of Chief Mechanical Engineer.
17. The water supply for the above work if required will be given by the Trust free of cost.
18. The power point for carrying out electrical works related to the subject contract will be provided by the Trust. However necessary electricity charges shall be borne by the contractor as levied by the Trust.
19. The Contractor is responsible for any damage to parts while cleaning work is done and should replace the damaged parts free of cost.

CHIEF MECHANICAL ENGINEER

CHENNAI PORT TRUST

**QUOTATION FOR CLEANING FRESH WATER AND WELL WATER
HIGH LEVEL / LOW LEVEL TANKS AT VARIOUS LOCATIONS IN CHPT
PREMISES THROUGH ANNUAL MAINTENANCE CONTRACT**

**SCHEDULE OF PRICES AND QUANTITIES
SCHEDULE "A1"**

Sl.No	Type of Water Tank with Capacity in Ltrs	Rate/ Tank	No. of Tanks	No. of Cycles	Amount
		1	2	3	Rs. 1x2x3=4
	<u>PVC TANK</u>	-			
1	500		10	3	
2	1000		27	3	
3	2000		21	3	
4	3000		1	3	
	<u>Masonry TANK</u>	-			
1	2000		11	3	
2	4000		10	3	
3	5000		05	3	
4	6000		02	3	
5	7000		01	3	
6	7500		02	3	
7	9000		03	3	
8	10000		05	3	
9	11000		01	3	
10	12000		03	3	
11	12500		01	3	
12	13000		01	3	
13	14000		02	3	
14	20000		01	3	
	TOTAL			Rs	
	Taxes if Any			Rs	
	Grand Total			Rs	

(Rupees

only)

Date:-

FIRM
Signature with seal