



KAMARAJAR PORT LIMITED

[A Mini Ratna Government of India Undertaking]

VALLUR POST , CHENNAI – 600 120

PH : 044 27950030 – FAX : 044 27950002

KPL/OP/17.10/A/2017

Quotation

For

**Annual Maintenance contract for the Operational Maintenance
(Cleaning and Maintenance service) of toilet in Government high school,
Athipattu.**

Due Date of Submission: 15 00 hrs on 29.08.2017

Date & Time of opening: 15 30 hrs on 29.08.2017

	NOTICE INVITING QUOTATION
SECTION 1	INSTRUCTION TO BIDDERS
SECTION 2	GENERAL CONDITIONS
SECTION 3	SPECIAL CONDITIONS
SECTION 4	BILL OF QUANTITIES
SECTION 5	LIST OF IMPLEMENT / CONSUMABLE TO BE USED IN THE WORK

KAMARAJAR PORT LIMITED

(A Mini Ratna Government of India Undertaking)

QUOTATION NO. KPL/OP/17.10/A/2017

NAME OF THE WORK	Annual Maintenance contract for the Operational Maintenance (Cleaning and Maintenance service) of toilet in Government high school, Athipattu.
LAST DATE & TIME FOR RECEIPT OF QUOTATION	: 29.08.2017 UPTO 15.00 HOURS
TIME & DATE OF OPENING OF QUOTATION	: 29.08.2017 @ 15.30 HOURS
PLACE OF OPENING OF QUOTATION	: KAMARAJAR PORT LIMITED, O/o Senior Manager (Civil) KAMARAJAR PORT VALLUR (POST) CHENNAI-600 120 PH: 044-27950049

DGM (C)

NOTICE INVITING QUOTATION

KAMARAJAR PORT LIMITED

QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR THE OPERATIONAL MAINTENANCE (CLEANING AND SANITATION MAINTENANCE) OF TOILET IN GOVERNMENT HIGH SCHOOL, ATHIPATTU

QUOTATION NO.KPL/OP/17.10/A/2017

1. Sealed quotations are invited by Kamarajar Port Limited from reputed Contractors in the similar field for the “Annual Maintenance contract for the operational maintenance (cleaning and Sanitation maintenance) of toilet in Government high school, Athipattu” in the prescribed form. The estimated cost put to quotation is **Rs.1,76,000/-**
2. Quotation documents may be obtained from the O/o Senior Manager (C), Kamarajar Port Limited, vallur post, Chennai-600 120, during office hours at free of cost or the document may be downloaded from KPL website www.kamarajarport.in/tenders
3. The issue of quotation document at the address specified above is from 22.08.2017 during working hours of the port. Viz., from 9.45 AM to 5.45PM on all working days.
4. No quotation will be consider which is not made in the prescribed form and which is not accompanied by a EMD of **Rs.3,520/-** (Rupees Three thousand five hundred and twenty only) as per Clause 8) as Earnest Money.
5. The Employer 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 thereof.

DGM (C)
Kamarajar Port Limited,

SECTION – 1**INSTRUCTION TO BIDDERS****GENERAL****1. Scope of Bid**

1.1 Kamarajar Port Limited hereinafter termed “the Employer” invites quotation for the work of “Annual Maintenance contract for the Operational Maintenance (Cleaning and Maintenance service) of toilet block of Government high school at Athipattu.”.

1.2 The successful quotationer has to carry out the AMC for the Contract period.

2. Site Visit

2.1 The Quotationer, at the quotationer’s own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the quotation. The costs of visiting the site shall be at the contractors own expense.

3. Quotation Documents

Content of Quotation Documents

3.1 The set of quotation documents comprises the documents listed below and addendum / corrigendum issued in accordance with clause 4.

SECTION	Notice inviting Quotation
1	Instructions to quotationers
2	General conditions
3	Special conditions
4	Bill of quantities
5	Drawings

One set of the Quotation documents will be issued to the quotationer. The document should be completed and returned with the bid.

3.2 The quotationer is expected to examine carefully all instructions, terms and technical specifications, bill of quantities, drawings, in the Quotation document.

4. Amendment of Quotation Documents

4.1 Before the deadline for submission of Quotation, the Employer may modify the quotation documents by using addenda/corrigendum.

4.2 Any addendum/corrigendum thus issued shall be part of the quotation documents and shall be communicated in writing or by cable to all the purchasers of the quotation documents. Prospective quotationer shall acknowledge receipt of each addendum by cable to the Employer.

5. Preparation of Quotation

5.1. Language of the Quotation

All documents relating to the Quotation shall be in the English language.

6. Documents comprising the Quotation

6.1 The Quotation submitted by the quotationer shall comprise the following:

- i) Bid Security
- ii) Schedule of Quantities (Bill of Quantities) filled with his rate for each item of work both in figures and in words and also fill up the amount column without any omission and duly sign in each page of the quotation.
- iii) The rate Quoted by the contractor includes all duties, taxes and other levies payable by the contractor under the contract or for any other cause excluding service tax. However, service tax will be reimbursed on submission of the payment of Service Tax documentary evidence in original.
- iv) The rates and prices quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.

7. Quotation Validity

7.1 Quotations shall remain valid for a period not less than 120 days after the deadline date for bid submission

8. Bid Security (Earnest Money Deposit – EMD)

A. Earnest Money Deposit (EMD) should be 2% of the Estimated Cost

B. The quotationer shall have to pay the **Earnest Money Deposit of Rs.3,520/-** by demand draft/Pay Order/Banker's cheque drawn in favour of "Kamarajar Port Limited" from any Nationalized/Schedule Bank (except Co-operative Banks) encashable at Chennai.

C. EMD of successful / unsuccessful bidders will be refunded immediately after the issue of Work order to the L1 offerer.

9. Deadline for Submission of Bids

9.1 Quotations must be received by the Employer at the address specified above not later than the 15:00 on 29.08.2017.

9.2 In the event of the specified date to submission of bids declared a holiday for Employer, the Quotations will be received up to the appointed time on next working day.

10. Late Bids

21.1 Any Quotation received by the Employer after the prescribed deadline will be returned un-opened to the quotationer.

11. Modification and Withdrawal of Bids

11.1 Quotationer may modify or withdraw their bids by giving notice in writing before the deadline prescribed.

11.2 No bid shall be modified by the bidder after the deadline for submission of bids.

12. Bid Opening and Evaluation

12. Bid Opening

12.1 All the received quotations will be opened on the due and appointed time as specified.

13. Annual Maintenance Contract Period

The Annual maintenance contract period is **1 (One)** year from the 7th day of placing the order (or) the actual date of starting the work whichever is earlier.

14. The rates quoted should be inclusive of prevailing GST.

15. The AMC monthly bills for the serviced month should be submitted on or before 05th of every subsequent month clearly indicating the AMC charges, corresponding GST, SAC Code for the service. The bills submitted without the above mentioned requisite details will be summarily rejected.

16. Statutory obligations:

The agency should have a valid PF number and have to comply with the prevailing minimum wages act.

DGM (Civil)
Kamarajar Port Ltd

SECTION – 2

GENERAL CONDITIONS

1. 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.
2. 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 DGM(C) whose decision to the rate of progress the quality of the work or materials, sizes etc., is final.
3. The DGM(C) may cancel the contract at his opinion 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 material removed of the cost of replacing it as he may think proper from any amount due or that may become due to the contractor. The decision of the DGM(C) is final and will be binding on the contractor.
4. In case the contractor leaves the work incomplete the DGM(C) shall have the right to have the work completed through any other agency and recover the extra expenditure incurred by the KPL in so doing from any money due or to become due to the contractor.
5. The contractor shall conform to and comply with the regulations and by laws of the Kamarajar Port Limited of all other local authorities such as the Corporation of Chennai. The Chief Electrical Inspector to the Government of Tamilnadu, the Tamilnadu Electrical system, the Factories Act., the Government Customs and Police Department, etc., The Contractor shall confirm to rules, regulations etc., concerning injury to workmen compensation for injury to workmen, insurance for workmen etc., The contractor shall also confirm to contract labour (Regulations and Abolition) Central Rule 1971 etc.,
6. The contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the work and shall hold the KPL blameless in respect thereof and also in respect of any claim made by any person or any reasons whatsoever.
7. The contractor shall be solely responsible for reporting to the KPL and Police Department immediately of any serious or fatal accident inside the Kamarajar Port premises to any of his employees / workmen engaged by him or any person involved in an accident as a whole of the work.
8. The work shall be carried out without causing any inconvenience to the School activities and to the neighbourhood.

9. The payment will be made every month on submission of bill for the Maintenance carried out, supported with a performance certificate from the School Head Master / Mistress for the satisfactory service of the maintenance of toilet. The consumables used for the cleaning / maintenance have to be certified by the School Head Master / Mistress.
10. All payments made to the contractor for the work shall be rounded of the nearest rupee.
11. The materials used for the works shall be of good quality and approved make/manufacture and as per the specifications. The work must be carried out in workman like and expeditious manner.
12. The quotationer shall engage skilled workers.

DGM (C)
Kamarajar Port Limited.

SECTION - 3

SPECIAL CONDITIONS

1. The annual maintenance contract period is **1 (One)** year from the 7th day of placing the order (or) the actual date of starting the work whichever is earlier.
2. **Supply of Electrical Power for the Works.**
The contractor shall make his own arrangements.
3. **Supply of Drinking water at the site of work.**
The contractor shall make his own arrangements.

DGM (C)
Kamarajar Port Limited.

SECTION – 4

KAMARAJAR PORT LIMITED

“Quotation for Annual Maintenance contract for the Operational Maintenance (Cleaning and Maintenance service) of toilet block of Government high school, Athipattu”.

BILL OF QUANTITIES

S.No	Probable quantity	Description of works	Rate (In figures & in words) Rs. P.	Unit (In figures & in words)	Amount (In figures & in words) Rs.P.
1	12 Months	Annual maintenance contract for the Operational Maintenance (Cleaning and Sanitation Maintenance) of toilet consisting water closets, urinals, wash basins, wash places, etc. in good hygienic condition using detergent, phenyl and using cleaning liquid like Harpic, Sanifresh, Biz, Dettol, placing of Naphthalene balls, etc. including removal of cobwebs, cleaning of floors and keeping the approaches to toilets in clean and hygienic condition, including all labours, materials, tools and plant, etc. complete. The Monthly bill should be supported with performance report of the maintenance during the bill period signed by the School Head Master / Head Mistress of the School. (Minimum one sanitary sweepers should be engaged). <i>Note: The rate quoted should be inclusive of GST</i>		1 Month (One Month)	
		TOTAL			

Amount in words Rupees.....

.....)

**Signature of the Contractor
(With Seal)**

**DGM(C)
Kamarajar Port Limited**

Annual Maintenance contract for the operational maintenance (cleaning and maintenance service) of toilet block of the Government high school, Athipattu.

SECTION – 5

KAMARAJAR PORT LIMITED

QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR THE OPERATIONAL MAINTENANCE (CLEANING AND SANITATION MAINTENANCE) OF TOILET IN GOVERNMENT HIGH SCHOOL, ATHIPATTU

LIST OF IMPLEMENT / CONSUMABLE TO BE USED IN THE WORK

A. IMPLEMENTS

1. Coco brooms
2. Mob with stick
3. Wiper
4. Duster
5. Toilet Brush
6. Phenyl Compound
7. Scrupper
8. Small bucket for toilet (Once in three months)
9. Muram

B. CONSUMABLES

1. Naphthalene Balls
2. Liquid soap
3. Odonil
4. Cleaning powder
5. Hand wash
6. Bleaching powder
7. Hand Gloves
8. Mask

DGM (C)
Kamarajar Port Limited.