



KAMARAJAR PORT LIMITED

[A Mini Ratna Government of India Undertaking]

VALLUR PORT, CHENNAI – 600 120

PH : 044 27950030 – FAX : 044 27950002

KPL/OP/95.34/CP/2017

Quotation For

**Appointment of Architect Consultant for
Improvement works to the KPL Port Administrative Building**

Due Date of Submission: 15:00 Hrs on 31.10.2017

Date & Time of Opening: 15:30 Hrs on 31.10.2017

NOTICE INVITING QUOTATION	
SECTION 1	INSTRUCTION TO BIDDERS
SECTION 2	GENERAL CONDITIONS
SECTION 3	SPECIAL CONDITIONS
SECTION 4	BILL OF QUANTITIES
SECTION 5	DRAWING LAYOUT

KAMARAJAR PORT LIMITED
(A Mini Ratna Government of India Undertaking)

QUOTATION NO. KPL/OP/95.34/CP/2017-18

NAME OF THE WORK : **Appointment of Architect Consultant for
Improvement works to the KPL Port
Administrative Building**

LAST DATE & TIME FOR
RECEIPT OF QUOTATION : **31.10.2017 UPTO 15.00 HOURS**

TIME & DATE OF
OPENING OF QUOTATION : **31.10.2017 @ 15.30 HOURS**

PLACE OF OPENING
OF QUOTATION : **KAMARAJAR PORT LIMITED,
Dy. General Manager (Civil)
Kamarajar Port Limited,
Vallur (Post),
Chennai - 600 120
Phone: 044-27950029**

**DGM (Civil)
Kamarajar Port Limited,**

KAMARAJAR PORT LIMITED

NOTICE INVITING QUOTATION

**Quotation for Appointment of Architect Consultant for
Improvement works to the KPL Port Administrative Building**

QUOTATION NO. KPL/OP/95.34/CP/2017-18

1. Sealed quotations are invited by Kamarajar Port Limited from the experienced Consultants to carryout the work of “Appointment of Architect Consultant for Improvement works to the KPL Port Administrative Building” in the prescribed form. The estimated cost of the work is **Rs. 1,26,000/- plus GST.**
2. Quotation documents may be obtained from the O/o Dy. General Manager (Civil), Kamarajar Port Limited, Vallur (Post), Chennai-600 120, during office hours at free of cost and the document may be downloaded from KPL website www.ennoreport.gov.in/quotation.html
3. The issue of quotation document at the address specified above is from 25.10.2017 during working hours of the port. Viz., from 9.45 AM to 4.45 PM on all working days.
4. The complete quotation document is available in port website: **www.ennoreport.gov.in**
The quotation document may download and submit as offer on or before the due date and time of submission.
5. No quotation will be consider which is not made in the prescribed form and which is not accompanied by a EMD of **Rs. 2,600/-** (Rupees Two Thousand Six Hundred only).
MSME/ NSIC valid certificate holder shall be exempted from production of EMD.
6. 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.
7. Mandatory Documentary evidence for the following details as under:
 - i) PAN No. _____
 - ii) ESI No. _____
 - iii) EPF No. _____
 - iv) GST Registration Certificate

If the Mandatory Documentary evidence are not received according to the instructions detailed here above, they shall be liable for rejection.
8. Joint Venture – (Joint Venture not entertained in this contract)
9. Experience Certificate as Sub-Contract will not be considered. It should be Main Contract.

DGM (Civil)
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 “Appointment of Architect Consultant for Improvement works to the KPL Port Administrative Building”.

1.2 The successful quotationer will be expected to complete the work within the stipulated 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	Drawing Layout

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 item of work both in figures and in words and also fill up the amount column without any omission and duly sign each page of the quotation.
- iii) All duties, taxes and other levies payable by the contractor under the contract **except GST** (Rates shall be quoted separately and GST shall be quoted separately) or for any other cause shall be included in the rates, prices and total quotation Price submitted by the Quotationer. As per Central Government Orders, the GST charges will be levied.
- 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.
- v) The duly filled quotation form should be submitted along with the following documents:-
 - 1. Demand Draft for Rs.2,600/- towards EMD
 - 2. Photocopy of PAN Card.
 - 3. Photocopy of the GST Registration Number.
 - 4. Photocopy of Bank details including Branch Code/IFSC Number.
 - 5. Quotation submission letter for the applying form.
 - 6. Photocopy of ESI Certificate
 - 7. Photocopy of EPF Certificate

The Quotationer to be registered with GST and the quotation submitted without above documents will be rejected.

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. 2,600/-** 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 unsuccessful bidders will be refunded immediately after the issue of Work order to the L1 offerer.

The EMD of the successful tenderer will be refunded only after the remittance of (performance security) security deposit as per clause 13 of "Instruction to Bidders".

MSME/ NSIC valid certificate holder shall be exempted from production of EMD.

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 31.10.2017.

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

10. Late Bids

10.1 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. Performance Security

Security Deposit shall consist of Performance Guarantee to be submitted at award of work. Performance Securities should be 10% of Contract price should be submitted as Demand Draft within 7 days of receipt of work order.

The entire 10% of the Performance Security will be refunded within 14 days from the date of payment of final bill.

14. Liquidity Damages

In case of delay in completion of the contract, liquidity damages (L.D) may be levied at the rate of ½% of the contract value per week of delay or part thereof, subject to a maximum of 10 per cent of the contract value.

15. Contract Period

The work shall be completed within **04 Months** (Four Months) from the 7th day of placing the Work Order (or) the actual date of starting the work whichever is earlier.

The contract period of Four Months are detailed stages mentioned below;

Stage No.	Description of Work	Period of Work
Stage-1	Upon completion and Submission of Tender Drawings and Detailed Drawings, Detailed Technical Specification and Work Specification after certified by Engineer-In-Charge	01 Month from the start date
Stage-2	Upon completion of site visits on a mutually agreed upon periodic interval after certified by Engineer-In-Charge	03 Months from the commencement of Site Execution work

SCOPE OF THE CONSULTANT WORK

The Architect scope of the Interior Design and Consultant work indicated the following

- Design of the space, based on the requirement as per the layout.
- Detailed Interior drawings such as flooring, layout drawings & elevation drawings.
- Detailed Exterior drawings for Wall Painting
- Required Electrical, Plumbing, Fire and HVAC consultancy including drawings
- All other Interior detailed drawings.
- Selection of Tiles, Colors and themes.
- Site Co-ordination during construction stages.

Deliverables Expected:

- To prepare the BOQ and detailed project estimate.
- Preparing Tender Document.
- Preparing Tender Drawings and detailed Technical Specification, Work Specification
- Site visits on a mutually agreed upon periodic interval

The above deliverables to be submitted to KPL as detailed below;

1. Soft Copy by writing in CD to be given in parent Software mode as well as PDF mode,
2. Two sets of printed copies for all above deliverables in A0 to A4 Size as required

Since it is an Improvement works to KPL Admin Building, prior study of existing system of services and accordingly the consultancy service to be done. All the 9 Nos. of Toilets are in Live condition in use.

MODE OF PAYMENT:

For each of the services in the scope of the architect shall be paid in the following stages.

Stage No.	Description of Work	Payment to be made
Stage-1	Upon completion and Submission of Tender Drawings and Detailed Drawings, Detailed Project Estimate, Detailed Technical Specification and Work Specification after certified by Engineer-In-Charge	70%
Stage-2	Upon completion of Site visits on a mutually agreed upon periodic interval after commencement of work at Site will be certified by Engineer-In-Charge	30%

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 shall be done to the satisfaction of the DGM(C) or his representative. The works shall be done in accordance with the specifications and the relevant standards set up by the Indian Standard. Any item of work carried out not in accordance with the specifications and other conditions will be rejected irrespective of the apparent quality of the work.
- 3) 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 Dy. General Manager (Civil) whose decision to the rate of progress the quality of the work or materials, sizes etc., is final.
- 4) The Dy. General Manager (Civil) 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 (Civil) is final and will be binding on the contractor.
- 5) In case the contractor leaves the work incomplete the Dy. General Manager (Civil) 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.
- 6) 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 conform to rules, regulations etc., concerning injury to workmen compensation for injury to workmen, insurance for workmen etc., The contractor shall also conform to contract labour (Regulations and Abolition) Central Rule 1971 etc.,
- 7) 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.

- 8) The contractor shall be solely responsible for reporting to the KPL and Police Department immediately of any serious or fatal accident inside the KPL premises to any of his employees / workmen engaged by him or any person involved in an accident as a whole of the work.
- 9) The work shall be carried out without causing any inconvenience to the KPL and to other works in progress in the neighbourhood and any losses of the KPL.
- 10) Admission into the harbour is regulated by passes for contractor and his staff and workers. The contractor shall obtain necessary passes for his men and himself paying the charges as fixed from time to time.
- 11) Only vehicles licensed by the KPL will be allowed to ply inside the Harbour.
- 12) The work shall be carried out only during KPL's working days between 9.45 A.M. and 5.45 P.M.
- 13) The quantities of work executed will be measured and payment shall be arranged on monthly basis except in the case of work for which the time for completion is specified as six weeks or less than six week in which case payment will be made only on satisfactory completion of the work.
- 14) 100% payment will be made after completion and acceptance of the work on submission of the GST compliance tax invoice.
- 15) The Bill submitted by firm should contain GST which will be shown separately. The GST shall be reimbursed only on receipt of Input Tax Credit (ITC) in KPL's GST Portal for the particular bills.
- 16) The quantities furnished in this schedules are only approximate and can be increased or decreased at the discretion of KPL. However the consequent variation in the total quoted price will be limited to (+/-) 10% and the quoted rates shall be firm for such variation.
- 17) The contractor should submit the bill based on the recorded Measurements for the works done by the person authorised by KPL. The bill submitted by the contractor will be verified by the person authorized by the KPL and the contractor will be given the opportunity for witnessing the verification.
- 18) All payments made to the contractor for the work shall be rounded of the nearest rupee.
- 19) The materials used for the works shall be of good quality and approved make/manufacture and as per the specifications. Before procurement of materials sample approval should be obtained from KPL. The work must be carried out in workman like and expeditious manner. All the materials and works shall be complying with relevant Indian Standards/manufactures specifications and procedures.
- 20) The quotationer shall engage skilled workers. Necessary tools, accessories to complete the works within the prescribed time period.

- 21) The rates shall include all taxes, levies, duties, etc., **except GST** (Rates shall be quoted separately and GST shall be quoted separately) and inclusive of all materials to be procured by the contractor including labour, tools, plants, etc. other taxes as applicable will be deducted from the contractors bill.
- 22) The GST will be reimbursed by KPL on production of remittance only on receipt of Input Tax Credit (ITC) will be reflected in KPL's GST portal. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new taxes, levies, duties imposed after signing the contract shall be reimbursed by the employer on production of documentary evidence.

DGM (Civil)
Kamarajar Port Limited.

SECTION – 3

SPECIAL CONDITIONS

1. The work shall be completed within **04 Months** (Four Months) from the 7th day of placing the Work Order (or) the actual date of starting the work whichever is earlier.

2. **Providing of Drawings and Documents**

The contractor shall make his own arrangements for providing of Drawings and Documents to be submitted to Engineer-in-charge by hand at KPL Port Office, Vallur, Chennai-60012.

3. **Inspection during the site execution work**

The contractor shall make his own arrangements for site visits during execution of work. The site location is KPL Port Admin Building, Vallur Post, Chennai-600120. The number of site visits not limited for the contract period and it should be made available at KPL site whenever required.

DGM (Civil)
Kamarajar Port Limited.

SECTION – 4**Appointment of Architect Consultant for
Improvement works to the KPL Port Administrative Building****BILL OF QUANTITIES**

Sl. No.	Quantity	Description of Work	Rate (INR)	Unit	Amount (INR)
1.	1	Providing Architect Consultancy services to Improvement works to Port Admin Building at KPL Premises includes preparation of Design, Detailed Working Drawings, Detailed Project Estimate, Bill of Quantities, Tender Drawings, Work Specification and Material Specification etc., as specified in the scope of work.		Lumpsum	
		GST Charges			

Amount in words (Rupees
.....)

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

**Dy. General Manager (Civil)
Kamarajar Port Limited**

Note: L1 Price will be evaluated BOQ price only i.e. excluding GST

Note:

1. Preparation and supply of above drawings and documents within 7 days on receipt of Work Order. Final 2 set of above drawings and documents incorporating KPL's comments if any shall be submitted along with soft copy (AUTOCAD and PDF format) the soft copy of Estimates and BOQ in MS-Excel Format and the soft copy of Specifications in (MS-Word and PDF format).
2. The quoted amount shall be inclusive of all taxes, equipment, manpower, etc. except GST
3. Applicable GST will be reimbursed on production of required documents.
4. The entire Architectural Consultancy work will be completed within 04 Months (Four Months) from the 7th day of placing the Work Order.
5. The stages of payment will be made after completion of the work.

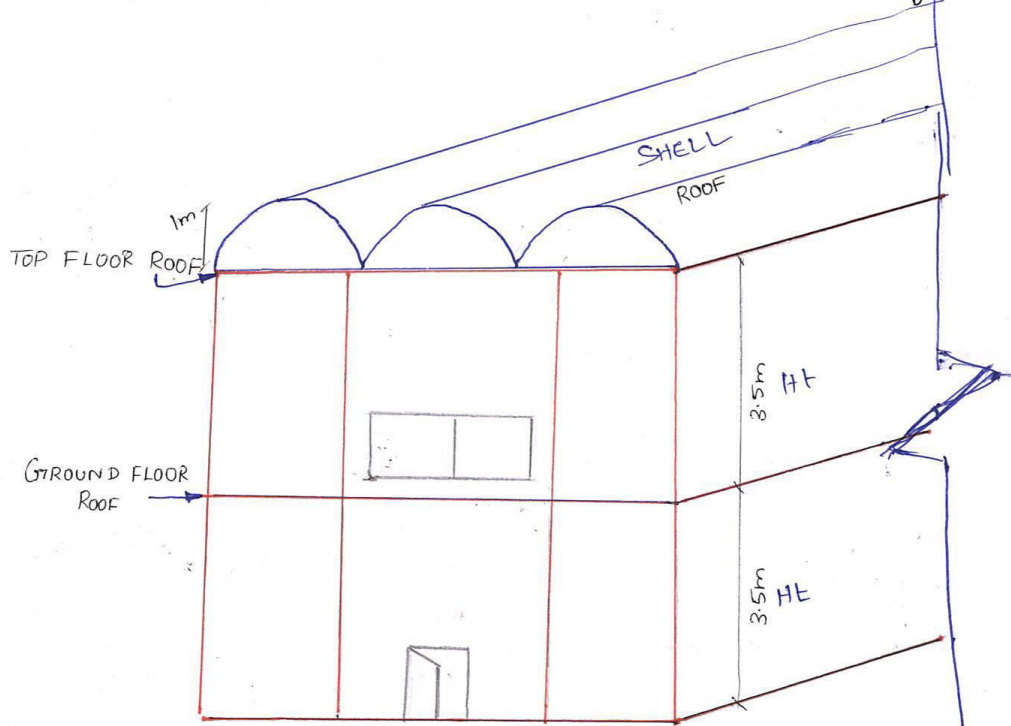
**DGM (Civil)
Kamarajar Port Limited**

SECTION – 5

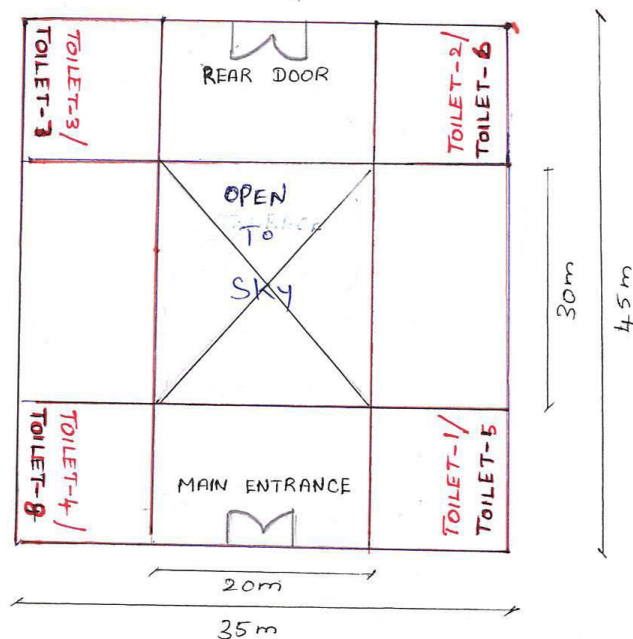
DRAWINGS

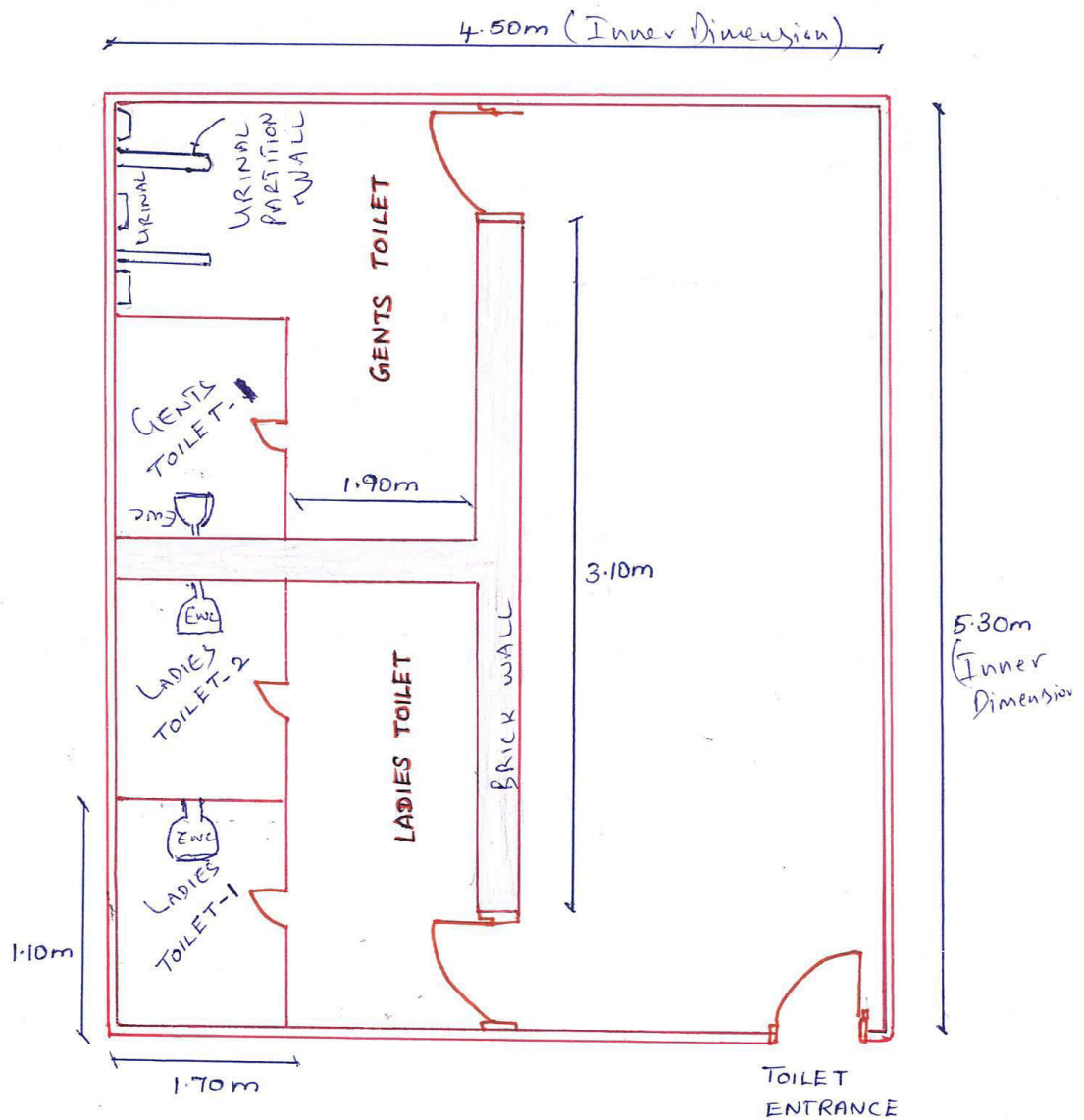
DRAWING LAYOUT

Elevation of KPL Port Administrative Building



Ground Floor and First Floor Plan View of KPL Port Administrative Building





PLAN

Existing Typical Layout of Toilet in
KPL Port Admin Building