



PARADIP PORT TRUST  
INVITATION OF BUDGETARY OFFER  
FOR

Maintenance Contract of Neon Sign Board installed at Administrative Building, Paradip Port Trust for a period of 03 years.

SUBMISSION OF BUDGETARY OFFER  
ON OR BEFORE Dt. 30/10/2018

EXECUTIVE ENGINEER (ELECT.)  
PORT ELECTRICAL DIVISION – III  
PARADIP PORT TRUST,  
PARADIP, JAGATSINGHPUR,  
ODISHA – 754142  
Contact No.9861244414  
Email Id: skbhoippt@gmail.com

## **REQUEST FOR BUDGETARY OFFER**

### **(A) GENERAL INFORMATIONS:**

<b>Sl. No.</b>	<b>Item</b>	<b>Details</b>
1.	Name of Work	Maintenance Contract of Neon Sign Board installed at Administrative Building, Paradip Port Trust for a period of 03 years.
2.	Department / Organization	ELECTRICAL & MECHANICAL DEPARTMENT / PARADIP PORT TRUST
3.	Executive Division	Port Electrical Division.
4.	Officer Inviting the Offer	Executive Engineer.
5.	Immediate Next Authority	Superintending Engineer
6.	Sanctioning Authority	Dy. Chairman, PPT
7.	Executing Authority	Executive Engineer

### **(B) OTHER INFORMATIONS:**

<b>Sl. No.</b>	<b>Item</b>	<b>Date</b>	<b>Time</b>
1	Publication date	10/10/2018	12:00 Hrs.
2.a)	Document download start date	10/10/2018	12:00 Hrs.
b)	Document download end date	30/10/2018	17:00 Hrs.
3.a)	Start date for seeking Clarification on-line	10/10/2018	12:00 Hrs.
b)	Last date for seeking Clarification on-line	22/10/2018	17:00 Hrs.
4.	Date of uploading response to Clarifications sought	25/10/2018	17:00 Hrs.
5.	Offer Submission end date	30/10/2018	17:00 Hrs.
6.	Offer Validity period	120 days	
7.	Currency of Offer	Indian Rupee	
8.	Language of Offer	English	

## SCOPE OF WORK

Sub.: Maintenance Contract of Neon Sign Board installed at Administrative Building, Paradip Port Trust for a period of 03 years.

Paradip Port intends to avail assistance for maintenance of the trilingual Neon Sign Board installed at its Administrative Building. The Contractor has to Supply the required spares and carry out comprehensive maintenance of the said Neon Sign Boards. Size of each Sign Board, No. of letters in each Sign Board and height of the letter in the respective Sign Board are at Annexure-A, B and C. Detail Scope of the work is as follows:

- 1) The Contractor has to carry out the routine / preventive & breakdown maintenance works as and when required so as to keep the Neon Sign Board in proper glowing / running condition.
- 2) The Contractor shall carry out re-wiring, filling of neon gas in the tubes, replacement of transformers and neon tubes, etc. as and when required including supply of spares & consumables during the contract period.
- 3) The Contractor shall repair / replace other the required spares & consumables as and when required and carry out painting of the structural at their cost.
- 4) The Contractor shall depute experienced & skilled personnel / workmen to carry out the maintenance work in sound technical manner without causing any damage to the installation during the course of maintenance. Any damage caused due to mishandling of equipment or bad workmanship by the Contractor shall be made good by the contractor on free of cost.
- 5) Paradip Port Trust will not be responsible for any loss of life or injury to the Contractor's personnel due to any accident during the course of execution of work. Paradip Port Trust will not also be responsible for any loss or damage of tools & equipment of the Contractor due to theft or any other reasons.

## **Other Commercial Conditions:**

### **1. Payment Terms:**

The payment will be made as follows:

The payment shall be made on monthly basis after successful servicing and maintenance of the display board during the month.

### **2. Security Deposit:**

A sum of 10% of accepted value of the tender shall be deposited by the successful bidder (Contractor) as Security Deposit (SD). This will be deposited initially 1% value of the contract as initial security deposit (ISD) in shape of a Bank Guarantee or Demand Draft (DD) / Banker's Cheque drawn in favour of FA&CAO, Paradip Port Trust (DD/ Banker's cheque shall be payable at Paradip) within 15 days of issue of Letter of Intent (LOI). After deducting the EMD and ISD from the stipulated security deposit, the balance amount will be recovered in instalment through deduction at the rate of 10% of the value of each running account bill subject to attaining the required amount by the last running bill. In case of exemption of EMD, the successful bidder has to deposit initially 3% of the contract value as ISD instead of 1% of contract value.

The Contractor may submit Bank Guarantee for the balance amount after deducting the EMD and ISD from the stipulated security deposit in which case there will be no deduction from the running bills towards security deposit.

EMD of the successful bidder may be refunded to the bidder after receiving an equivalent amount of Bank Guarantee only after issue of work order and signing of agreement.

The Contractor may also submit Bank Guarantee for a sum of 10% of accepted value of tender as Security Deposit (SD) within 15 days of issue of Letter of Intent (LOI) in which case (i) deposit of 1% ISD will not be required; (ii) there will be no deduction from the running bills towards security deposit; and (iii) EMD of the successful bidder will be refunded to the bidder after issue of work order and signing of agreement.

The security deposits shall be returned to the Contractor within 45 days of successful execution and acceptance of the work. The BG shall be valid till 45 days after the scheduled date of completion of the work.

### **3. Completion Period :**

The Contractor shall Commence the work within 07 days from the date of issue of LoI and shall carry out the work for a period of 03 (Three) years from the date of commencement of work.

### **4. Warranty: The clause is not applicable for this Contract.**

### **5. Deduction for Default:**

The failure / malfunctioning of display board has to be rectified within 48 hours of intimation / information. For delay in rectifying the breakdown beyond the stipulated 48 hours, a deduction @ Rs.500/- only per day or part thereof shall be effected from the bills. The contract may be terminated & security deposit may be forfeited due to failure to attend the repair works on 03 consecutive occasions.

**6. Liquidated Damage:**

In case of delay in completing the work, liquidated damage shall be charged to the Contractor at the rate 0.1% of the contract price for a delay of one week or part thereof subject to a maximum of 5% of the contract price. Where the Liquidated Damage amount exceeds the maximum limit, Paradip Port Trust reserves the right to: - i) Terminate the contract and / or ii) Forfeit the Initial Security Deposit (ISD).

**NOTE:**

1. GST percentage to be mentioned extra against each item.
2. Any query in this regard may be raised to the following email id prior to dt.22/10/2018 (up to 17:00 hrs.) which will be clarified by dt.25/10/2018 by uploading in the website for facilitating submission of a competitive budgetary offer.
3. Budgetary offers shall be submitted to the following address (through email or by Registered Post):

Executive Engineer (Elect),  
Port Electrical Division – III,  
Paradip Port Trust.  
PO:- Paradip,  
Dist:- Jagatsighpur  
Odisha – 754142  
Contact No. 9861244414  
Email Id: [skbhoipt@gmail.com](mailto:skbhoipt@gmail.com)

## BILL OF QUANTITY

Sub.: Maintenance Contract of Neon Sign Board installed at Administrative Building, Paradip Port Trust for a period of 03 years.

Sl. No.	Description of Work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
<b><u>SUPPLY PART (A):</u></b>					
1.	Charges towards Comprehensive Maintenance of the trilingual Neon Sign Board installed at Administrative Building, Paradip Port Trust as per the Scope of Work and Terms & Conditions for a period of 03 years.	36	month		
<b>TOTAL :</b>					

NB.: The above price is excluding GST.

ANNEXURE-A

# पारादीप पत्तन न्यास

Board size : 30' x 3.4'

No. of Letters : 9

Height of Letter : 28"

# PARADIP PORT TRUST

Board size : 35' x 3.4'  
No. of Letters : 16  
Height of Letter : 28"



ANNEXURE-C

# ପାରାଦୀପ ବନ୍ଦର ନ୍ୟାସ

Board size : 30' x 3.4'  
No. of Letters : 9  
Height of Letter : 28"