

Name of Work : Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period

Contract No. CNT/WSS/MWB/2001/2009-10

CHECK LIST FOR THE GUIDANCE OF THE CONTRACTOR

I		The Tender schedule for the above work consists of 17 pages as detailed below:
	(i)	Checklist for the guidance of the Contractors Page – 1 to 3
	(ii)	Notice Inviting Tender Page - 4
	(iii)	Letter of Tender 2 pages Page - 5 & 6
	(iv)	Price Schedule Page - 7 & 8
	(v)	Work schedule Page – 9 & 10
	(vi)	Data Page – 11
	(vii)	Special conditions Page – 12 to 17
II	1	The total number of items in the work schedule - 8 Nos. and the departmental value works out to Rs.11,03,890.20
	2.	Tenderers are requested to sign all pages in the tender schedule and must sign letter of tender. Tenders which do not have the Signature of the Tenderer in letter of tender will be rejected.
	3.	Technical specification of the equipment offered by the Bidders if any, and any other information related to the bid may be enclosed along with Tender Schedule after duly Signing in all the pages.
	4.	Bidders are requested to verify the number of pages in the work schedule and number of items in the work schedule. Any clarification and further information required may be obtained from the Office of the Contracts and Monitoring wing on any working day.
	5.	The present tender document contains detailed estimate and price schedule. The tenderers are requested to quote the percentage variation over the departmental value in words and figures in any one of the forms in price schedule. If there is any discrepancy between words and figures, the lower among words and figures will be taken into account.  All entries should be made legibly in ink. Writing the percentage variation first in pencil and later over writing in ink should be avoided and also over writing the corrections may be avoided.  Corrections if any should be made by neatly scoring out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.

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6.	<p><u>Eligibility :</u> Contractors registered in Metro water in Class-IV B and above i.e. those who are eligible to take up the work costing up to Rs.15.00 lakh) are eligible to tender for this work. Contractors registered in other departments and undertakings of the Central or State Government in the corresponding class for taking up such work, who have executed similar works of the same or higher magnitude are also eligible to tender for this work. Contractors not Registered in the Board and who intend to participate in the tender, subject to their eligibility as above are requested to obtain a copy of the Standard tender document from the Office of the Contracts wing before submitting their Tender. They should furnish Proof for their registration in the appropriate class and experience as indicated above while submitting their tenders, otherwise their tenders will be treated as non responsive. The tender received from ineligible contractors will be treated as non responsive. However the successful tenderer will have to get himself registered in the Board in the appropriate class.</p>
7.	EMD shall be in the form of Demand Draft or Banker's Cheque or Pay Order drawn from Nationalised / Scheduled Bank / TNSC Bank in favour of CMWSS Board.
8.	<p><u>SECURITY DEPOSIT</u> Security deposit will be collected from the successful Tenderer in the following form and manner within 14 days from the date of receipt of work order: Form in which S.D. collected.</p> <p>a) In the shape of NSC/NSS/KVP/Post office Time Deposits valid for the required contract period and pledged in favour of Managing Director, CMWSS Board and shall have the necessary transfer endorsement of the Post Office. ( OR ) Fixed Deposit for the required period from nationalized/schedule Bank/TNSC Bank in favour of Managing Director, CMWSS Board. ( OR ) Certified cheque/Bank Draft in favour of Managing Director, CMWSS Board payable at Chennai.</p>
b)	The value of S.D will be as follows:
i)	for tenders with any plus percentage and upto (-)5% over departmental value – 2% of the contract value.
ii)	for tenders between (-)5% to (-)15% over departmental value --- 4% of the contract value.
iii)	for tenders, above (-)15% over departmental value --- 5% of the contract value.

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10	All duties, taxes such as VAT, Sales Tax and Service Tax etc. and other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices and total quoted rates submitted by the bidder. Any statutory variations in duties/taxes, which takes effect from a date subsequent to the due date for receipt of tender, shall be to CMWSS Board's Account.
11.	<u>Tender Validity</u> Tenders shall remain valid for a period of not less than ninety days (90 days) after the deadline date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.
12.	No cheque will be accepted towards Earnest Money Deposit.
13.	Tenders with conditions are liable for rejection.
14.	All entries should be made legibly in ink. Writing the percentage in figures and words first in pencil and later over writing in ink should be avoided and also over writing the corrections should also be avoided.
15.	Correction if any should be made by neatly score out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.
16.	The defects liability period in respect of original civil works and pipe laying works is 5 years and for Electrical and Mechanical works 3 years.

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CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD  
NO.1, PUMPING STATION ROAD, CHINTADRIPET, CHENNAI-600 002.

NOTICE INVITING TENDER

Sealed Bids are invited from the eligible bidders for the following work.

Sl. No	Name of Work and Contract No.	Due Date	Approximate value of Tender Rs/ Lakh	E.M.D. in Rs.	Tender schedule available From - To	Eligibility	Contract Period
1	Outsourcing the Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period	09.06.2010	11.04	11,050/-	24.05.2010 to 08.06.2010	Class IVB and above	12 months
2.i	Availability of Tender Schedule in person	Information & Facilitation Officer, CMWSS Board, No. 1 Pumping Station Road, Chintadripet, Chennai-600002, (Telephone: 044-28451300, Extn. 227 )					
2.ii	Through Website	<a href="http://www.chennaietrowater.tn.nic.in">www.chennaietrowater.tn.nic.in</a> & <a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a>					
3	Cost of Tender Schedule	Free of cost					
4	Address for information and clarifications and for receipt of tenders	Office of Superintending Engineer, Contracts & Monitoring, 4 <sup>th</sup> Floor, CMWSS Board, Chennai – 600 002 Phone No. 044-2845 1300 Extn. 253 FAX : 044-2845 4336					

SUPERINTENDING ENGINEER  
(CONTRACTS & MONITORING)

Signature of Tenderer

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## LETTER OF TENDER

To be delivered to the Superintending Engineer, C&M Chennai Metropolitan Water Supply and Sewerage Board at or before 3.00 P.M. on **09.06.2010**.

To  
The Managing Director  
Chennai Metropolitan Water Supply & Sewerage Board  
Chennai- 600 002

Sir,

I/We the undersigned do hereby tender and undertake to perform, provide and execute all the works, materials matters and things described or mentioned in the Schedule (Bill of quantities) hereto annexed and the specifications thereto and drawings therein referred to (which have been produced to and carefully examined by me/us) in strict accordance with and under and subject to the terms, provisions and conditions set forth or mentioned in the said Schedule (Bills of Quantities) specifications and the drawings therein referred to, at the rates given and as stated in the Bills of quantities.

I/We herewith enclose D.D/B.C./P.O No..... dated .....for having remitted Rs..... into the Board's Cash Section as a guarantee for the due fulfillment of my/our tender, and if successful, undertake and agree to forward to the Board within fourteen days after the notification of the acceptance by the Board of this tender has been received by me/us, the sum as demanded in the Form and manner required as security for the due fulfillment of my/our contract.

I/we undertake and agree that I/We will not withdraw this tender during the period that will be required for intimation, acceptance or non/acceptance as stipulated in clause 15 on the Notice Inviting Tender or during such extended period as agreed to by me/us, such period to date from the last date by which tenders are due to be submitted to the Board and if I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to the Board.

I/We further undertake to produce the Income-tax Clearance Certificate and the certificate and the Sales Tax Verification Certificate from the Commercial Tax Department of this State and agree to execute at my/our cost the agreement attached and to sign the plans therein referred to within 14 days after the notification of the acceptance of my/our tender has been received by me/us. In the event of my/our failing to make the Security Deposit or to execute the agreement in the said manner and sign the plans within the time specified for the purpose, the sum of **Rs.11,050/-** accompanying this tender shall be forfeited to the Board and this concluded contract shall in such case be considered, as having been cancelled or terminated and you may thereupon at such time or times, in such manner and on such terms as you may think fit, arrange either departmentally or by any other person or persons to carry out the works and provide, execute and do all works, materials, matters and things described or mentioned herein and I/We agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

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I/We undertake to assume full responsibility for the stability and soundness of the Works/structures that will be executed by me/us as per this contract.

I/We also undertake to do all extra or varied works which may be ordered as part of this contract upon the terms provided for in the conditions and specifications. The tenders shall be valid for a period of 90 days from the last date fixed for receipt of tenders. In case my/our tender for the work of "**Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period**" is accepted, I/We agree and guarantee to commence the said works within a period of seven days from the date and complete the entire work within the stipulated period of **12 Months** from the date on which the work order received by me/us. I/We also agree that time is the essence of contract. I/We have actually inspected the site of works and have tendered for the works after such inspection.

**UNDERTAKING**

I/We have gone through the copy of standard tender document received from the Office of the Contracts and Monitoring wing and abide by the same for this contract also.

As witness my/our hand this.....day of.....2010.

Signature.....

Name and address:

Signature of Tenderer

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### PRICE SCHEDULE

1. This tender has been called for in the percentage tender system. In the work schedule, detailed items of works involved in the work with specifications along with the quantity, the departmental rates and amount for individual items are furnished. The total value of the work is also furnished.

2. The tenderers are requested to quote the percentage variation over the total departmental value, which will be applicable for all items of works, individually and uniformly at which they are willing to execute the works, in the following format. In case any discrepancy / correction are found between figures and words furnished for the percentage, then the LOWER percentage among them ALONE will be taken as correct.

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FILL UP ANYONE OF THE FORM NO:A, B or C  
STRIKE OUT THE FORM WHICH IS NOT APPLICABLE.

FORM NO:A

I / We agree to execute the work of **“Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period”** with a tender percentage of (-) Minus-----  
------(in words) -----(in figures) over departmental value of Rs.11,03,890.20 as furnished in the work schedule which is also applicable for all items of works, individually and uniformly over the departmental rates, furnished in the work schedule.

FORM NO:B

I / We agree to execute the work of **“Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period”** at the department value of Rs.11,03,890.20 for all items of work furnished in the schedule.

FORM NO:C

I / We agree to execute the work of **“Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period”** with a tender percentage of (+) Plus -----(in words) ----- (in figures) over departmental value of Rs.11,03,890.20 as furnished in the work schedule which is also applicable for all items of works, individually and uniformly over the departmental rates, furnished in the work schedule.

NOTE:

1. The tenderers are requested to strike out the forms which are not applicable
2. If any two or three forms are filled by the tenderers the LOWEST percentage quoted by the tenderer will be considered.
3. If there is any discrepancy in percentage quoted in words and in figures the lowest percentage quoted will be considered.
4. If the tenderer failed to fill/strike out any or all of the form, the department value will be taken as quoted rate.

Signature of Tenderer

## ABSTRACT

Name of Work : Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period.

Contract No.CNT/WSS/MWB/2001/2009-10.

SL. NO.	DESCRIPTION OF WORKS	Total Qty.	Unit	Rate	Per	Amount
1	Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period.	12	Months	91990.85	Month	1103890.20
	<b>Total</b>					<b>1103890.20</b>

Signature of Tenderer

**WORK SCHEDULE**

NAME OF WORK : Operation and Maintenance of the Centralized Chemical Plant, Chlorination Plant and Sludge Treatment Plant inside Kilpauk Water Treatment Plant for 12 months period.

CONTRACT NO : CNT/WSS/MWB/2001/2009-10.

Sl.No	Description of Work	Qty. or No	Unit	Days	Rate	Per	Amount Rs. P.
1	Electrician Grade-I	3	Nos.	30.00	160.00	Each	14400.00
2	Chlorine Operator	3	Nos.	30.00	160.00	Each	14400.00
3	Field Worker	12	Nos.	30.00	112.00	Each	40320.00
	<b>Total</b>						<b>69120.00</b>
4	Provision towards ESI @ 4.75% on the estimate value as per the Employees State Insurance Act 1948						3283.20
5	Provision towards EPF @ 13.31% on the estimated value as per EPF and Miscellaneous Provisions Act 1952.						9199.87
6	Provision towards uniform including stitching charges						1106.32
7	Provision towards other consumables like cotton waste, oil, greese, packing rope, etc. complete @ 1% on estimated value.						691.20
	<b>Total</b>						83400.59
8	Service Tax @ 10.3% approx.						8590.26
							<b>91990.85</b>

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<b>Data for Provision towards uniform including stitching charges.</b>								
Sl.No	Description	No of Person	Qty.	Unit	Rate	Per	Amount	
1	Pant Cloth							
	a)Electrician Gr(1.2mtr x 2)	3	2.4	m	89.23	m	642.46	
	b)Chlorine Operator(1.2mtr x 2)	3	2.4	m	89.23	m	642.46	
	c)Field Worker (0.70mtr x 2)	12	1.4	m	89.23	m	1499.06	
	TOTAL							2783.98
2	Shirt Cloth							
	a)Electrician Gr(1.8mtr x 2)	3	3.6	m	50.8	m	548.64	
	b)Chlorine Operator(1.8mtr x 2)	3	3.6	m	50.8	m	548.64	
	c)Field Worker (1.80mtr x 2)	12	3.6	m	50.8	m	2194.56	
	TOTAL							3291.84
3	Stitching charges							
	a)Electrician Gr	3	2	Nos.	200.00	Each	1200.00	
	b)Chlorine Operator	3	2	Nos.	200.00	Each	1200.00	
	c)Field Worker	12	2	Nos.	200.00	Each	4800.00	
	TOTAL							7200.00
	For 12 months 1+2+3						13275.82	
	For 1 month						1106.32	

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## MANDATORY DUTIES OF THE CONTRACTOR

### I. GENERAL:

1. Operation of specified shifts / day and ensuring that back up teams would be available to take over during Sundays, Holidays and in the event of regular Operator / Labour absence including watch and ward.
2. Making sure that the R.Chlorine levels are maintained at safe levels, as specified at all times.
3. Operate and maintain equipment with technical staff so as to safeguard the equipments against single phasing, earth fault, phase reverse etc. in power supply.
4. Maintaining all equipment within the station as recommended by the manufacturers, with proper Logs and Records of the work carried out, as prescribed by Metro Board.
5. Keeping of plant free from dirt and dust.
6. Ensuring that premises are kept clean and tidy.
7. Inspection Register to be available at the Station.
8. Carrying out all operations at intervals specified shown on attached sheets.
9. Any repair and replacement works of the Plant should be carried out by the authorized persons as prescribed by Executive Engineer / R.O.I
10. The following regular equipment maintenance and general maintenance have to be carried out along with those as per preventive maintenance schedule.
  - a) De-weeding and cleaning the plant.
  - b) All electrical connections have to be checked.
  - c) Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water. Rope has to be provided by the Contractor.
  - d) Greasing of bearings and lubricating all moving parts minimum once a week (grease has to be provided by the Contractor)
  - e) Check for tightness of coupling bolts-nuts and all other fasteners.
  - f) Check for functioning of vacuum pumps.
  - g) Cleaning of motors, etc. minimum once in a week using air blower.
  - h) Lubricating and test operating of the valves for proper seating minimum once in week.
  - i) Watering of plants and trees.
  - j) Replacement of fused out bulbs, choke, starters etc.
11. Any minor repairs to electrical / mechanical / civil works (repair / additional) upto a limit of Rs.5000/- month has to be carried out urgently. Payment towards minor repairs will be paid separately on monthly basis, based on the actuals and production of certificates and vouchers. The bidder need not include the cost of minor repairs in the tender.
12. The bidder should furnish his local office and residential address along with Telephone Nos.
13. Attendance should be maintained in all the locations maintained by the contractor and the employees sign it in every shift.
14. Spare (Reliever) Operator / labourers should be employed to work in a particular station when the person in that station goes on leave, as a substitute.

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15. The contractor has to fix leave regulation for the employees and submit a copy to Board.
16. In case of absence of the electrician, Operator (or) Thozhilali or anybody as envisaged the specified amount for that particular shift will be recovered in the monthly bill.
17. The contractor has to provide decent uniform with name badge to their staff and if they fail to wear the uniform, penalty at the rate indicated will be recovered from this monthly bill.
18. Whenever an employee of the contractor leaves the job and new person with the same qualification is employed by the contractor it should be informed in writing and with the approval of Engineer and also see that the new persons so employed also have insurance cover.
19. The maintenance gang should possess a register to record their activity in a particular station in a particular day and certified by the Board officials incharge of that particular station in that book.
20. The contractors are required to operate the plant continuously during the rainy season by providing additional shifts and man power for the plant operated with single and two shifts during normal period.
21. Following Laws shall be adhered to by the contractor wherever applicable.
  - a) Workmen Compensation Act, 1923
  - b) Payment of Wages Act, 1936
  - c) Industrial Disputes Act, 1947
  - d) Minimum Wages Act, 1948
  - e) Factories Act, 1948
  - f) Employees PF and Miscellaneous Act, 1952
  - g) Payment of Bonus Act, 1965
  - h) Payment of Gratuity Act, 1972
  - i) Equal Remuneration Act, 1979
  - j) Maternity Benefit Act, 1951
  - k) Contract Labour (Regulation & Abolition) Act, 1970
  - l) Industrial Employment (Standing Orders) Act, 1946
  - m) Trade Unions Act, 1926
  - n) Child Labour (Prohibition & Regulation) Act, 1986
  - o) Inter-State Migrant Workmen's (Regulation of Employment & Conditions of Service) Act, 1979
  - p) The Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the Cess Act of 1996
  - q) Employees State Insurance Act, 1948
  - r) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982
  - s) The Bonded Labour System (Abolition) Act, 1976
  - t) The Employer's Liability Act, 1938

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## II. ELEMINATION OF CHILD LABOUR :

1. Attention of all contractor are invited to the Child Labour (Prohibition and Regulations) Act 1986, which prohibits employment of children below 14 years of age in certain occupations and process and provides for regulations of employment of children in all other occupations and progress. Employment of child labour is prohibited.
2. Hence all the contractors are requested to adhere to the provisions in the above Act and see that engagement of child labour in the operational activities of the Board are completely prohibited. Any violation of the provision will lead to penal action and removing of the contractor from the list of registered contractors.

## III. SAFETY MEASURES:

1. All the work to be carried out in the plant like electrical faults, chlorine cylinder leaks etc. (or) attending to maintenance work (it must be under the contractors supervision with their supervisor, at their own risk and cost).
2. The contractor should possess rubber gloves, gum boots, safety belts, helmet, rope, gas mask, torch light, emergency light etc. as safety equipments in good condition.
3. Each and every employee of the contractor should have insurance cover under workmen compensation act.

## IV. PROCEDURE FOR CARRYING OUT MINOR REPAIRS:

Minor repairs noticed in the equipment should be reported in writing to A.E./WTE incharge of the pumping station without any time lapse. The rectification works have to be carried out immediately as per their direction. Payment for repair works will be made on actuals. Necessary entry for the repairs carried out has to be made in the Log Book.

## V. NON-COMPLIANCE TO SCHEDULE OF WORK / MANDATORY DUTIES

If the contractor fails to carry out any work or part of work / mandatory duties, the Board shall have the power to carry out such parts of work by engaging private agency and recover such amount including 5 (five) percent of the amount incurred from the progressive bills.

Photo Identify cards have to be issued to the personnel and one set of these Identify Cards should be furnished to the Board and one set displayed in the Plant.

The responsibility of the contractor to take insurance policy under Workmen's Compensation Act 1923 for each labour and a copy of insurance policy should be furnished to the Board. This policy should be kept alive till completion of the contract period.

The name and qualifications of the personnel engaged in each Sewage Pumping Station should be prominently displayed in the Pumping Station.

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VI. DUTIES AND RESPONSIBILITIES OF THE ELECTRICIAN:

- 1) He should be present between 8.00 A.M. and 5.30 P.M. as same as department AE/JE with one hour lunch intervals.
- 2) He shall hold full responsibility of maintaining Residual Chlorine levels as prescribed by the Board.
- 3) Daily report on flow chart should be sent to office with all activities of the previous day.
- 4) Inform minor/major/repairs immediately and should be present at site until completion works of repair.
- 5) He shall have full responsibility for maintaining maintenance schedule such as daily, weekly and monthly programmes.
- 6) He shall be responsible for over all cleaning and keeping the Plant neat and tidy.
- 7) To approach Metro Water authority when power fails in TNEB structure/Board structure and ascertain early supply resumption.
- 8) In charge shall be sole responsible for carry out mandatory duties of contractor in the plant and to organize the maintenance gang for routine maintenance work.
- 9) Up keeping the plant such as general cleaning of the plant building and surrounding area.
- 10) Care has to be taken for workers to avoid double/triple duties as per workmen compensation act and arrange to renewal of insurance policy.

VII. DUTIES TO BE ATTENDED BY FIELD WORKER:

- 1) Ensuring that the screen are cleaned daily in every shift at regular intervals to ensure free flow and to prevent pump failure.
- 2) Keeping of all wells, kiosk sheds free from dirt and dust.
- 3) Ensuring that premises are kept clean and tidy.
- 4) Ensuring that adequate man power is available round the clock to carryout the above task and to prevent entry of unauthorized persons.
- 5) Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water.
- 6) General cleaning of all equipments buildings and the yard.
- 7) Watering of plant and trees.
- 8) To assist the operators to carry out the breakdown maintenance to avoid dislocation of pumping operation.
- 9) Operating of sluice valves and penstock valves

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RECOVERY TO BE MADE FOR DEFAULT

Sl. No.	Description	Amount
1.	Chlorine Operator	Rs.200 per day per each
2.	Electrician	Rs.200 per day per each
3.	Field Worker	Rs.100 per day per shift
4.	Minor repairs	The repair should be done again
5.	Cleaning of site	Rs.100 per day
6.	Arranging sand bags	Rs.250 per occasion
7.	Photo identity	Rs.100 each
8.	Not wearing uniform	Rs.50 each
9.	Gas Mask	Rs.500 per month
10.	Loose tools	Rs.100 per month
11.	Maintaining of registers	Rs.2000 per month
12.	Operational rules	Amount paid to the shift as per the agreement
13.	Display of staff particulars	Rs.500 per month
14.	Disobedience of any person	To be replaced immediately
15.	Preventive maintenance not done:	
	a) For daily maintenance items	Rs.100 per day
	b) For weekly maintenance items	Rs.200 per week
	c) For fortnightly maintenance items	Rs.500 per fortnight
	d) For monthly maintenance items	Rs.1000 per month
16.	For not carting Chlorine Cylinders of required quantity as directed by the Engineer-in-charge	Rs.100 per day

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SAFETY MEASURES TO BE ADHERED

1. Only experienced, skilled people have to be employed by the contractor
2. All personnel should be covered by insurance under Workmen Compensation Act.
3. All Labour Act provisions has to be met with
4. Exhibit labels of "SAFETY FIRST".

Signature of Tenderer