



**VISAKHAPATNAM PORT TRUST  
MEDICAL DEPARTMENT**

**NOTICE INVITING E-TENDER (NIT)**

1. ORGANISATION : VISAKHAPATNAM PORT TRUST
  2. DEPARTMENT : CHIEF MEDICAL OFFICER  
MEDICAL DEPARTMENT
  3. NIT NUMBER : IMED/SO/Sanitary Contract/2020-21/ Dt: 08 -04-2020.
  4. NAME OF THE WORK : Annual Sanitary Maintenance Cleaning/Sanitation Works/Anti-Malarial works of "Fishing Harbour and its premises, Port Sports Complex, Kalavani Auditorium and its premises, Sri Sitarama Kalyanamandapam, Sagari Open Air Theatre and its open Area at S.G.puram , CHD Kalyanamandapam and its premises at Kailasapuram and C.I.S.F complex and its premises at Kailasapuram" for the year 2020-2023.
  5. ESTIMATE CONTRACT VALUE : Rs. 1,55,78,784/- (excluding GST)
  6. PERIOD OF COMPLETION : 3 (THREE) YEARS.
  7. PERIOD OF CONTRACT AND CALL OF CONTRACT : Professional Sanitation Contractors
  8. BIDDING TYPE : OPEN
  9. BID CALL NO : 1st CALL
  10. TYPE OF QUOTATION : Percentage
  11. TRANSACTION FEE PAYABLE TO FA&CAO/VPT PAYABLE AT VSP : Rs. 1500/-
  12. SOLVENCY : 16.00 LAKHS
  13. AVERAGE ANNUAL TURNOVER : 30% of Estimated amount put to Tender
  14. EMD/BID SECURITY : Rs. 3,11,576/-
  15. EMD/BID SECURITY DD Payable to : FA&CAO/VPT (Payable at Visakhapatnam)
  16. BID DOCUMENT DOWN LOADING START DATE : Dt: 09-04-2020 from 10.00 Hrs.
  17. BID DOCUMENT DOWN LOADING END DATE : Dt: 30 -04-2020 up to 13.00 Hrs.
  18. PRE BID MEETING DATE : DT: 21-04-2020.
  19. LAST DATE AND TIME FOR RECEIPT OF BIDS : Dt: 30 -04-20230 up to 14.00 Hrs.
  20. BID VALIDITY : 120 Days
  21. TECHNICAL BID OPENING DATE : Dt: 02-05-2020 at 14.30 Hrs.
  22. OFFER INVITING BIDS : CHIEF MEDICAL OFFICER VPT,
  23. BID OPENING AUTHORITY : DY.CHIEF MEDICAL OFFICER,
  24. ADDRESS : MEDICAL DEPARTMENT,  
G.J.HOSPITAL,  
VISAKHAPATNAM – 24.
- CONTACT DETAILS : 9441663453, 2876812.

For Further details visit our VPT website & <https://etenders.gov.in>

VISAKHAPATNAM PORT TRUST  
MEDICAL DEPARTMENT

Name of the Work: Annual Sanitary Maintenance Cleaning/Sanitation Works/Anti-Malarial works of Multistoried “Fishing Harbour and its premises, Port Sports Complex, Kalavani Auditorium and its premises, Sri Sitarama Kalyanamandapam, Sagari Open Air Theatre and its open Area at S.G.puram , CHD Kalyanamandapam and its premises at Kailasapuram and C.I.S.F complex and its premises at Kailasapuram” for the year 2020-2023.

**INSTRUCTIONS TO THE TENDERERS**

1. DESCRIPTION OF WORK:

The Annual Sanitary Maintenance of Fishing Harbour area, Ports Sports Complex area, Sri.Sitarama Kalyanamandapam area , CHD Kalyanamandapam and CISF Complex area are mentioned briefly in the schedule.

2. METHOD OF TENDERING:

- (A) The EMD amount of Rs.3,11,576/- Shall be paid to the F.A.& CAO, Visakhapatnam Port Trust by way of D.D. drawn from any NATIONALISED BANK/SCHEDULED BANK. The D.D. shall be kept in a SEALED COVER super scribed as.

Annual Sanitary Maintenance Cleaning/Sanitation Works/Anti-Malarial works of “Fishing Harbour and its premises (Slipway complex area, Fish Market area, Evening Market area, cleaning of Public toilets at Market area, IOW office, Dock Inspector’s Office, Signal Station area and Electrical Substation area) Port Sports Complex, Kalavani Auditorium (cleaning of function halls, sport rooms, VIP rooms, Galleries including toilets at In-door & out-door stadium at Kalavani) and its premises, Sri Sitarama Kalyanamandapam (cleaning of Function hall and all rooms including toilets), Sagari Open Air Theatre and its open area , S.G.puram , CHD Kalyanamandapam ” (cleaning of function halls, sport rooms, VIP rooms, Galleries including toilets at In-door & out-door) and its premises at Kailasapuram and C.I.S.F complex (cleaning of roads and drainages at Residential colony) and its premises, Kailasapuram” for the year 2020-2023.

EMD is to be attached to the COVER –1 Containing “TECHNICAL BID” Tender received without EMD will not be considered.

The Tender must be sent in one main Cover Containing 2 separate Covers. These 2 covers shall be super scribed as “COVER-I” and “COVER – II” respectively and addressed to the Chief Medical Officer, Golden Jubilee Hospital, Visakhapatnam Port Trust, Salagramapuram, Visakhapatnam – 530 024 and SEALED properly. The Tenderer must write clearly and address of the tenderer and mention the name of the work on all the covers and on Cover –I as “TECHNICAL BID” and on Cover – II as “PRICE – BID”. The main cover containing Cover – I (along with EMD) and Cover – II shall reach the Chief Medical Officer, Golden Jubilee Hospital, VPT, Visakhapatnam- 530 024 not later than 2-00 P.M of 30-04-2020

(B) Contents of Cover – I: (The Tender must enclose the following in Cover –I)

- (i) EMD by way of D.D./pay order from any Nationalized Bank/ Scheduled Bank.  
(ii) Proof of Experience: Experience of having successfully completed similar works during the last 7 years ending last day of month previous to the one in which applications are invited should be either of the

following in Government organizations : i.e. state / Central / Public Sector undertakings.

3(Three) Similar COMPLETED works costing not less than the amount equal to 40% (each work) of the estimated cost.

(or)

2(Two) similar completed works costing not less than the amount equal to 50 % (each work) of the estimated cost.

(or)

1(one) Similar completed work costing not less than the amount equal to 80 % of the estimated cost, mentioning the number of the organizations, place and nature of work, period and value of work particulars in Central Government/State Government/P.S Undertakings and attach **work completion certificate only**.

- (i) List of works at present in progress
- (ii) List of persons/Personnel to be engaged in this work including skilled/unskilled.
- (iii) Particulars of GST Registration No. /VAT/ESI/PF Code number allotted/PAN Card along with I.T return for the last 3 years.
- (iv) Details/Particulars of the firms/manufactures from where the disinfectants/chemicals/insecticides etc., are to be procured.
- (v) Latest Solvency for RS. 6 Lacks obtained with in 1 year.
- (vi) Complete set of Tender Schedule duly signed on all pages.

**(C) Contents of Cover – II**

The Cover – II shall contain **PRICE BID** only quoting the rates.

- (3) Tenders will be opened at the office of Chief Medical Officer, G.J.Hospital, Visakhapatnam on 02-05-2020 after 2.30PM. as mentioned in the schedule in The presence of the attended bidders/their authorized representatives who will be Present at that time by the Tender Committee.
- (4) On the day of opening only the main cover and Cover – I will be opened and read. Cover – II will not be opened. All the **SEALED COVERS –II** will be put inside one cover and sealed in the presence of the attended Bidders/ their authorized representatives who are present at the time of opening. Chief Medical Office, VPT will fix a date later, to open the Cover – II and the date and time of opening of cover –II will be intimated to the respective Tenderers. The Cover – II will be opened in the presence of the Tenderer or their representatives who are present on that time.
- (5) Telegraphic order will be treated as invalid and will be rejected. Only the detailed complete offers received as specified above prior to the closing time and date of Tender will be taken as valid.

Tender No. \_\_\_\_\_

Last date for receipt of Tender : 2.00 Pm on 30-04-2020 for Annual Sanitary Maintenance of Fishing Harbour and its premises, Port Sports Complex, Kalavani Auditorium and its premises, Sri Sitarama Kalyanamandapam, Sagari Open Air Theatre and its open area , S.G.puram , CHD Kalyanamandapam and its premises , kailasapuram and C.I.S.F complex and its premises, Kailasapuram for the period of 3 (Three) years 2020-2023.

**To**  
**The Chief Medical Officer**  
**Visakhapatnam Port Trust**  
**Visakhapatnam – 530 035.**

Sir,

Sub: Annual Sanitary Maintenance of Fishing Harbour and its premises, Port Sports Complex, Kalavani Auditorium and its premises, Sri Sitarama Kalyanamandapam, Sagari Open Air Theatre and its open area , S.G.puram, CHD Kalyanamandapam and its premises and C.I.S.F complex and its premises, Kailasapuram -Reg.

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With reference to your Tender No. \_\_\_\_\_ inviting tenders for the above Annual Sanitary Maintenance Work, I/We hereby agree to the special conditions governing the contract for the above work as per the schedule attached herein, if our tender is accepted.

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

has been deposited towards EMD drawn in favor of the F.A.&CAO, Visakhapatnam Port Trust, Visakhapatnam Vide .D.D.No. \_\_\_\_\_ Dt \_\_\_\_\_ and the same is enclosed.

Yours Faithfully

Signature of the Tenderer

Encl : Schedule of Tender and  
Conditions governing the  
Contract.

Name

Designation

Address of the Tenderer

Station:

Date:

**VISAKHAPATNAM PORT TRUST**  
**Medical Department**

TERMS AND CONDITIONS FOR THE ANNUAL SANITARY MAINTENANCE  
CLEANING/SANITATION WORKS/ANTIMALARIAL WORKS OF FISHING HARBOUR AND ITS  
PREMISES, PORT SPORTS COMPLEX, KALAVANI AUDITORIUM AND ITS PREMISES, SRI SITARAMA  
KALYANAMANDAPAM, SAGARI OPEN AIR THEATRE AND ITS OPEN AREA , S.G.PURAM CHD  
KALYANAMANDAPAM AND ITS PREMISES AND C.I.S.F COMPLEX AND ITS PREMISES,  
KAILASAPURAM

Sanitary Maintenance Cleaning/Sanitation Works/Anti-Malarial works of “Fishing Harbour and its premises (Slipway complex area, Fish Market area, Evening Market area, cleaning of Public toilets at Market area, IOW office, Dock Inspector’s Office, Signal Station area and Electrical Substation area) Port Sports Complex, Kalavani Auditorium (cleaning of Toilets at In-door & out-door stadium and at Kalavani) and its premises, Sri Sitarama Kalyanamandapam (cleaning of Function Hall and VIP rooms including toilets), Sagari Open Air Theatre and its open area , S.G.puram and C.I.S.F complex (cleaning of roads and drainages at Residential colony) and its premises, Kailasapuram” for 3(Three) Years 2020-2023.

**(1) DESCRIPTION OF WORK AT FISHING HARBOUR AREA:**

- i) Sweeping of all roads (inside and approach roads) at Fishing Harbour, rooms, verandahs, staircases, outside open areas of the all office buildings, canteen building, including CISF gunchies etc.,
- ii) Garbage should be segregated , collected and transported separately as wet waste and dry waste.
- iii) Mopping of all the rooms in the office buildings, staircases and verandahs etc, once in a day should be completed by 9.00 am with standard disinfectants only as mentioned in C1.No.3 &4 (xx)
- iv) Verandahs and staircases should be mopped twice in a day.
- v) Regular continuous cleaning of water closets, commodes, wash basins, urinals, coolers etc., in all the above places and all the toilets with standard and prescribed chemicals and disinfectants only twice in morning and twice in the afternoon and should maintain a record for this purpose.
- vi) Cleaning of glazed tiles with cleaning powder daily in the above toilets and in Office Rooms.
- vii) Removal of cobwebs once in a week in the entire building in and outside the premises.
- viii) Daily cleaning of all the windows, window shutters, glass panels, glass doors and panel doors etc., with soft cloth using glass cleaning powder etc/ Detergents.
- ix) Picking of papers and wastes, removal of ink stains on the walls as and when required.
- x) Placing of urinal cubes/ naphthalene balls in the urinals continuously to avoid foul smell.
- xi) Cleaning of sewage lines, urinal canal, removal of the blockage of gully traps, ‘p’ traps, pipes water closets, manholes as and when necessary. Removal of blockages / Clearing of jams/obstructions in the manholes, septic tanks.

- xii) Cleaning of all drains inside the Fishing Harbour and drainages in the surrounding areas including Main Drains at Fishing Harbour area.
- xiii) Spraying of insecticides CYFLUTHRIN 5% (EW-050) or equally potent (mosquitoes) once in 15 days in the entire building in the afternoons/ of Saturdays to control Mosquito Menace.
- xiv) Daily spraying of larvicides in the drains.
- xv) Water washing and scrubbing of all the verandahs, Skirting etc., and stair cases once in 15 days using washing soda/cleaning powder on the afternoon of Saturdays.
- xvi) Cleaning of all the water closets and washbasins and glazed tiles with Hydrochloric acid/ Sulphuric acid once in a month.
- xvii) Sweeping of the Terrance of Office Building and canteen building and all sun shades once in a month and remove all the garbage.
- xviii) Cleaning of water tanks once in a month.
- xix) Chlorination of water at Fishing Harbour area daily.
- xx) Catching of dogs and cats within the premises of the building.
- xxi) Dusting of file racks/almirahs/lofts by using exhaust/dusting cloth.
- xxii) Dust baskets should be provided at the verandahs of the respective floors as per the norms of Environmental policy to dispose all types of dry and liquid garbage.
- xxiii) Sprinkling of bleaching powder with lime powder on both sides of the roads around the building daily and whenever required i.e. at the Meeting times, inspections and on VIP visits etc.
- xxiv) Garbage should be Collected separately as dry waste and wet waste and transported for final disposal / dumping in the area earmarked by the VPT / GVMC, Visakhapatnam.
- xxv) While attending to the above works, damages caused, if any to our office equipment, fittings and furniture shall be charged to your account.
- xxvi) Anti termite treatment with termix 20% (chloropyriphos 20% EC) covering the filing racks in the office as and when required.
- xxvii) The premises of the canteen should be kept clean daily. The kitchen waste from the canteen should be remove daily.
- xxviii) Emptifying the Septic Tanks with Septi-cleaner as and when required in the place i.e. Fishing Harbour area.

( 2 ) DESCRIPTION OF WORK FOR PORT SPORTS COMPLEX AREA AND KALAVANI AREA:

- i) Sweeping of all the Rooms, Halls and Gallery including VIP stand / gallery of In-door Stadium and Out-door Stadium and Kalavani Auditorium, Car Parking area, surrounding open areas, Stair Cases, Sunshades, lofts and CISF Gumchies etc.,
- ii) Sweeping of all the roads and cleaning of drainages in the premises of Sport's Complex.
- iii) Cleaning of all rooms and Function hall including toilets at Stadium complex and Kalavani Auditorium before and after completion of functions or events.
- iv) Disposal and removal of garbage, refuse etc., in all the above places.
- v) Mopping/ Swabbing of halls and office rooms of call-stand in each shift using standard disinfectants.

- vi) Cleaning of Water Closets, Wash Basins, Urinals and Water Coolers in all the above places twice in each shift.
- vii) Daily scrubbing/ cleaning the walls of bathrooms in the above places to remove fungus, mass and carbon deposits and spitting stains etc.
- viii) Cleaning of all the glazed tiles with cleaning powder daily in all the above places (halls, walls, pillars etc., having a space area and have to remove the spitting and ink stains on the walls and floors etc.
- ix) Removal of cobwebs once in a week.
- x) Daily cleaning of all windows, window shutters, glass door panels, grills etc., and to remove carbon deposits.
- xi) Lime powder with bleaching powder must be sprinkled daily in all the spittoons and beside the surrounding drain areas etc., change the infected spitted layers from the spittoons daily and to keep them hygienically. The spittoons must be washed with water once in a month.
- xii) Placing of urinal cubes/ naphthalene balls in all the urinals continuously to avoid foul smell.
- xiii) Daily cleaning of internal and external drains, urinals canals, cleaning of sewer lines, waste water pipe outlets etc., in 3 shifts.
- xiv) Removal of blockage of manholes, sewer lines, gully traps, 'p' traps commodes as and when necessary.
- xv) Water washing and cleaning of the above offices, of call stands halls welfare center with standard chemicals and disinfectants once in a week. The staircases should be washed daily.
- xvi) Removal and picking of waste papers etc., in all the above places from time to time.
- xvii) Outside approach roads must be swept and sprinkled with bleaching and lime powder.
- xviii) Spraying of insecticides of with CYFLUTHRIN 5% or equally potent (mosquitoes) in all the above places once in 15 days.
- xix) Rodenticides should be used once in a week to control rat menace in the above complex.
- xx) Cleaning of water tanks once in a month and chlorination of water sources in that area daily.
- xxi) Catching of dogs and cats in that premises..
- xxii) Cleaning of glazed tiles, commodes, basins etc., once in a month with hydrochloric acid.
- xxiii) Cleaning of the surrounding external and internal drains and spray larvicides.
- xxiv) Dust baskets/buckets should be provided in the bathrooms, office rooms, canteen area of the above premises and dispose the garbage from time to time.
- xxv) Anti-termite treatment with TERMIX (CHLOROPYRIPHOS) 20% EC in the above premises once in a month or as and when required.
- xxvi) Collect dry and wet garbage separately and should be transported for final disposal / dumping in the area earmarked by the VPT / GVMC, Visakhapatnam.
- xxvii) Glazed tiles in all the rooms/ toilets related to the Stadium and Kalavani should be cleaned daily to remove the oil and smoke stains etc., up to the roof level.
- xxviii) The carbon deposits, kitchen oil strains, other deposits in the kitchen formed on walls, cupboards, ventilators, etc., should be removed daily in 3 shifts.
- xxviii) The almirahs, cupboards in the stores of kitchen should be cleaned daily.

(3) . **DESCRIPTION OF WORK AT SRI SITARAMA KALYANAMANDAPAM AND SAGARI OPEN AIR THEATRE AND ITS OPEN AREA:**

- i. Sweeping of all the rooms, Function Hall, verandahs, staircase, outside open areas, scooters and car parking area, outside open areas at Kalyanamandapam and Sagari Open Air Theatre area.
- ii. Sweeping of all roads approaching to Kalyanamandapam & Sagari Open Air Theatre and its open area daily.
- iii. Cleaning of all rooms and Function Hall including toilets at Kalyanamandapam before and after completion of the functions / events.
- iv. Disposal and removal of garbage in all the above places.
- v. Mopping of all the rooms, staircases and verandahs etc, in the Kalyanamandapam once in a day with standard disinfectants only as mentioned in C1.No.3 & 4 (xx)
- vi. Verandahs and staircases should be mopped twice in a day.
- vii. Regular continuous cleaning of water closets, commodes, wash basins, urinals, coolers etc., in all the above places and all the toilets with standard and prescribed chemicals and disinfectants only twice in morning and twice in the afternoon and should maintain a record for this purpose.
- viii. Cleaning of glazed tiles with cleaning powder daily in the above toilets and in Office Rooms.
- ix. Removal of cobwebs once in a week in the entire building in and outside the premises.
- x. Daily cleaning of all the windows, window shutters, glass panels, glass doors and panel doors etc., with soft cloth using glass cleaning powder etc/ Detergents.
- xi. Picking of papers and wastes, removal of ink stains on the walls as and when required.
- xii. Placing of urinal cubes/ naphthalene balls in the urinals continuously to avoid foul smell.
- xiii. Providing Air freshener's odonil/ air perfumes in all the toilets (commodes), urinals (one for W/C one for urinal blocks) and A/C perfume in all the rooms of VIP., Room fresheners must be used in the A.C.Rooms..
- xiv. Cleaning of sewage lines, urinal canal, removal of the blockage of gully traps, 'p' traps, pipes water closets, manholes as and when necessary. Removal of blockages / jams/obstructions in the manholes, septic tanks.
- xv. Cleaning of drainages in the surrounding areas including Main Drain.at Kalyanamandapam and Sagari Open Air Theatre area.
- xvi. Spraying of insecticides CYFLUTHRIN 5% (EW-050) or equally potent (mosquitoes) once in 15 days in the entire building in the afternoons/ of Saturdays to control Mosquito Menace.
- xvii. Daily spraying of larvicides in the drains.
- xviii. Water washing and scrubbing of all the verandahs, Skirting etc., and stair cases once in 15 days using washing soda/cleaning powder on the afternoon of Saturdays.
- xix. Cleaning of all the water closets and washbasins and glazed tiles with Hydrochloric acid/ Sulphuric acid once in a month.



- xix. Sweeping of the Terrance of Kalyanamandapam and all sun shades once in a month and remove all the garbage.
- xx. Cleaning of water tanks once in a month.
- xxi. Chlorination of water at Kalyanamandapam area daily.
- xxii. Catching of dogs and cats within the premises of the building.
- xxiii. Dusting of file racks/almirahs/lofts by using exhaust/dusting cloth.
- xxiv. Dust baskets should be provided at the verandahs of the respective floors as per the norms of Environmental policy to dispose all types of dry and liquid garbage.
- xxv. Sprinkling of bleaching powder with lime powder on both sides of the roads around the Kalyanamandapam daily and whenever required and during inspections and on VIP visits etc.
- xxvi Collect dry and wet garbage separately and should be transported for final disposal / dumping in the area earmarked by the VPT / GVMC, Visakhapatnam.
- xxvi. While attending to the above works, damages caused, if any to our office equipment, fittings and furniture shall be charged to your account.
- xxvii. Anti termite treatment with termix 20% (chloropyriphos 20% EC) covering the filing racks in the office as and when required.

**(4) DESCRIPTION OF WORK AT SRI SITARAMA KALYANAMANDAPAM AND SAGARI OPEN AIR THEATRE AND ITS OPEN AREA:**

- i Sweeping of all the rooms, Function Hall, verandahs, staircase, outside open areas, scooters and car parking area, outside open areas at Kalyanamandapam and Sagari Open Air Theatre area.
- ii Sweeping of all roads approaching to Kalyanamandapam & Sagari Open Air Theatre and its open area daily.
- iii Cleaning of all rooms and Function Hall including toilets at Kalyanamandapam before and after completion of the functions / events.
- iv Disposal and removal of garbage in all the above places.
- v Mopping of all the rooms, staircases and verandahs etc, in the Kalyanamandapam once in a day with standard disinfectants only as mentioned in C1.No.3 & 4 (xx)
- vi Verandahs and staircases should be mopped twice in a day.
- vii Regular continuous cleaning of water closets, commodes, wash basins, urinals, coolers etc., in all the above places and all the toilets with standard and prescribed chemicals and disinfectants only twice in morning and twice in the afternoon and should maintain a record for this purpose.
- viii Cleaning of glazed tiles with cleaning powder daily in the above toilets and in Office Rooms.
- ix Removal of cobwebs once in a week in the entire building in and outside the premises.
- x Daily cleaning of all the windows, window shutters, glass panels, glass doors and panel doors etc., with soft cloth using glass cleaning powder etc/ Detergents.
- xi Picking of papers and wastes, removal of ink stains on the walls as and when required.
- xii Placing of urinal cubes/ naphthalene balls in the urinals continuously to avoid foul smell.

- xiii Providing Air freshener's odonil/ air perfumes in all the toilets (commodes), urinals (one for W/C one for urinal blocks) and A/C perfume in all the rooms of VIP., Room fresheners must be used in the A.C.Rooms..
- xiv Cleaning of sewage lines, urinal canal, removal of the blockage of gully traps, 'p' traps, pipes water closets, manholes as and when necessary. Removal of blockages / jams/obstructions in the manholes, septic tanks.
- xv Cleaning of drainages in the surrounding areas including Main Drain.at Kalyanamandapam and Sagari Open Air Theatre area.
- xvi Spraying of insecticides CYFLUTHRIN 5% (EW-050) or equally potent (mosquitoes) once in 15 days in the entire building in the afternoons/ of Saturdays to control Mosquito Menace.
- xvii Daily spraying of larvicides in the drains.
- xviii Water washing and scrubbing of all the verandahs, Skirting etc., and stair cases once in 15 days using washing soda/cleaning powder on the afternoon of Saturdays.
- xix Cleaning of all the water closets and washbasins and glazed tiles with Hydrochloric acid/ Sulphuric acid once in a month.
- xx Sweeping of the Terrance of Kalyanamandapam and all sun shades once in a month and remove all the garbage.
- xxi Cleaning of water tanks once in a month.
- xxii Chlorination of water at Kalyanamandapam area daily.
- xxiii Catching of dogs and cats within the premises of the building.
- xxiv Dusting of file racks/almirahs/lofts by using exhaust/dusting cloth.
- xxv Dust baskets should be provided at the verandahs of the respective floors as per the norms of Environmental policy to dispose all types of dry and liquid garbage.
- xxvi Sprinkling of bleaching powder with lime powder on both sides of the roads around the Kalyanamandapam daily and whenever required and during inspections and on VIP visits etc.
- xxvii Collect dry and wet garbage separately and should be transported for final disposal / dumping in the area earmarked by the VPT / GVMC, Visakhapatnam.
- xxviii. While attending to the above works, damages caused, if any to our office equipment, fittings and furniture shall be charged to your account.
- xxix. Anti termite treatment with termix 20% (chloropyriphos 20% EC) covering the filing racks in the office as and when required.

#### **IV. DESCRIPTION OF WORK AT CISF COMPLEX AREA AND ITS PREMISES:**

- i. Sweeping of all roads and cleaning of all drainages in the premises of CISF Complex consists of Residential area daily at Kailasapuram.
- ii. Disposal and removal of garbage in all the above places.
- iii. Regular cleaning of water closets, commodes, wash basins, urinals, coolers etc., in the above places and all the toilets with standard and prescribed chemicals and disinfectants and should maintain a record for this purpose.

- iv. Cleaning of glazed tiles with cleaning powder daily in the above toilets..
- v. Removal of cobwebs once in a week in the entire staircases of quarters.
- vi. Picking of papers and wastes, removal of ink stains on the walls as and when required.
- vii. Placing of urinal cubes/ naphthalene balls in the urinals continuously to avoid foul smell.
- viii. Cleaning of sewage lines, urinal canal, removal of the blockage of gully traps, 'p' traps, pipes water closets, manholes as and when necessary. Removal of blockages / jams/obstructions in the manholes, septic tanks.
- ix. Cleaning of drainages inside the quarters and in the surrounding areas including Main Drains at CISF Complex area.
- x. Spraying of insecticides CYFLUTHRIN 5% (EW-050) or equally potent (mosquitoes) once in 15 days in the entire building in the afternoons/ of Saturdays to control Mosquito Menace.
- xi. Daily spraying of larvicide's in the drains.
- xii. Sweeping of the Terrance of quarters and all sun shades once in a month and remove all the garbage.
- xiii. Chlorination of water at CISF area daily.
- xiv. Catching of dogs and cats within the premises of the building.
- xv. Sprinkling of bleaching powder with lime powder on both sides of the roads around the building daily and whenever required and during inspections and on VIP visits etc.
- xvi. Collect dry and wet garbage separately and should be transported for final disposal / dumping in the area earmarked by the VPT / GVMC, Visakhapatnam.
- xvii. While attending to the above works, damages caused, if any to our office equipment, fittings and furniture shall be charged to your account.
- xviii. Anti termite treatment with termix 20% (chloropyriphos 20% EC) covering the filing racks in the office as and when required.
- xix. The following quantity of materials will be used every month during the contract period under the supervision of the incharge of sanitation. You are required to maintain a register of materials utilized and shall be produced for verification. You are requested to submit relevant purchase bills along with your monthly claim. If it is found that any materials not used in required quantity or engaged the workers as per the specifications, necessary amount will be recovered in the 1<sup>st</sup> instance and double the cost of the materials etc., will be recovered from the respective monthly bills as penalty. Distributors having principal certificates licenses.

**Monthly required materials for the above scheduled work:**

SI No.	Description of Material	Fishing Harbour	Sports Complex	Sita Rama Kalyana Mandapam	CISF Complex	CHD Kalyana Mandapam	Total Material
1.	Coconut Brooms	30 Nos.	20 Nos.	20 Nos.	10 Nos.	20 Nos.	100 Nos.
2.	Hill Brooms	4 Nos.	6 Nos.	5 Nos.	2 Nos.	5 Nos.	22 Nos.
3.	ISI Brand Bengal Chemical black phenol	10 Ltrs	10 Ltrs	10 Ltrs	10 Ltrs	10 Ltrs	50 Ltrs
4.	White Cented Phenol Bengol Chemical tiger brand	10 Ltrs	10 Ltrs	5 Ltrs	Nil	5 Ltrs	30 Ltrs.
5.	ODONIL-Balsara Hygiene product	Nil	6 Nos.	Nil	Nil	Nil	6 Nos.
6.	Naphthallin Balls	500 Gms	500 Gms	500 Gms	Nil	500 Gms	2 Kgs



**( 3 ) Tender Conditions:**

- i) The tenderer should sign each page of the schedule and fill items correctly, incomplete tenders will be rejected.
- ii) No departmental sweeper/ khalasi and material will be provided for the above work. The contractor shall make his own arrangements to get the above works done successfully and to the entire satisfaction of the management by employing 10 number of skilled male personnel and procurement of required material etc., for performing the above work, before 9.00 am on every day under your direct daily personal supervision in Fishing Harbour area, Port Sports Complex area, Kalavani Auditorium, Sri Sitarama Kalyanamandapam including Sagari Open Air Theatre CHD Kalyanamandapam and CISF Complex area.
- iii) The contract is valid for a period of 3 (THREE) YEARS from the date of award the work.
- iv) The tender should be supported with the certificates of testimonials in token of the contractors having undertaking similar works in **Government/Semi-Government/Public Sector** under takings as mentioned below.

**Proof of Experience:** Experience of having successfully completed similar works during the last 7years ending last day of month previous to the one in which applications are invited should be either of the following.

3 Similar COMPLETED works costing not less than the amount equal to 40% (each work) of the estimated cost.

(or)

2 similar completed works costing not less than the amount equal to 50 % (each work) of the estimated cost.

(or)

1 Similar completed work costing not less than the amount equal to 80 % of the estimated cost.

- v) **Wages shall be paid by the contractor to the workers directly without the intervention of the management of VPT. The contractor shall also implement various provisions of Minimum Wages Act, 1948 (Group Insurance/ E.S.I, P.F subscription should be paid regularly and evidence document must be produced along with your claim). Equal Remuneration Act, 1976, Regulation of employment and conditions of services act, 1929 and amendments thereon.**
- vi) A demand draft for rupees **Rs.3,11,576/-** i.e. 2% of the estimated value of work **Rs.1,55,78,784/-**, on any Nationalized Bank./Scheduled Bank drawn in favor of the "F.A& CAO, Visakhapatnam Port Trust, Visakhapatnam payable at Visakhapatnam towards Earnest Money Deposit is required to be enclosed to the tender, failing which the tender will be rejected. The E.M.D will be returned to unsuccessful tenderer. **EMD cannot carry any interest. During the course of finalization of tenders, if any tenders withdraws his tender on any reason of what so ever, it may be noted that the EMD paid along with the tender schedules will be forfeited and the tenderer will be placed in black list. No correspondence will be made with the unsuccessful tenderers in the mean-time.**

**Firms who are registered as S.S.I. units under state Government or those registered with National Small Scale Corporations (NSIC / MSME) are exempted from the payment of Tender Fee and E.M.D.**

- vii) The management should not be involved of any responsibility regarding injury i.e. fatal accidents to the workers while on duty i.e. injuries or damages to persons or property resulting from any act of neglect done or committed during the currency of the contract with the VPT, his agents, servants or other contractors (Not being employed by the contractor) or for in respect of any claims, demands proceedings damages, costs, charges and expenses in respect there of or in relation there to the Contractor shall insure against such liabilities with an insurer and produce the documentary evidence of paying of premium regularly.
- viii) The VPT reserves the right to accept or reject any tender or all tenders or to withdraw this entirely at any stage without giving notice or assigning any reasons.
- ix) Labour engaged under this contract shall be mentally sound, energetic and able bodied of good character and morality and shall be up to the satisfaction of the management. The VPT reserves the right to terminate any of your labour if his conduct/ quality of job is not satisfactory.
- x) The contractor will have to give a certificate that he is not related to any officer of VPT of the ranks Asst.Secretary or above in the ministry of Transport, Government of India. The contractor should give a declaration along with his tender about the names of the relative who are employed as Non-Gazetted Officers in VPT.
- xi) The tenderers should acquaint themselves with the work, working conditions of the site locality and no claim will be entertained on this issue.
- xii) The contractor should produce a license in the prescribed form from ALC with in 15 days from the date of work order and on his failure to do so the contract is liable to be terminated and the EMD/SD whichever is to his credit shall be forfeited.
- xiii) **The tender percentage noted shall be valid for a period of 6 (six) months from the date opening of Tenders and the tenderer cannot alter the percentage unless otherwise called for** by the department and cannot withdraw his offer during the validity period in case the Tenderer fails to adhere to the above, the EMD will be forfeited and the tenderer will be black listed. Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the contractors, who resort to canvassing will be liable to rejection.
- xiv) The contractor shall maintain a register containing list of workmen employed by him, their salaries, PF subscriptions etc., and shall submit to the authorities for verification as and when required. The contractor will have to submit Xerox copies of PF subscriptions paid in the banks every month along with the monthly claim, for the workers engaged in the works of Fishing Harbour area, Port Sports Complex area, Kalavani Auditorium, Sri Sitarama Kalyanamandapam including Sagari Open Air Theatre and CISF Complex area.  
by mentioning their names etc.
- xv) The contractor shall maintain the following registers in prescribed proforma as available at ALC  
1. Register of Workers 2. Attendance Register 3. Register of Wages 4. Material Register 5. Works Register 6. Any other register / record required from time to time by the Labour Commissioner / Department Officials.
- xvi) No Children shall be allowed to carry out the job.
- xvii) While attending the above works damages caused if any to our office equipment, fittings and furniture shall be charged to your account.
- xviii) The contractor has to submit the work report daily to the Dy.CMO/VPT or in-charge sanitation.

- xix) Last date for receipt of the duly signed tender forms and terms and conditions is on or before **30-04-2020 at 2.00 pm** addressing the Chief Medical Officer, Visakhapatnam Port Trust, Visakhapatnam through Tender Box placed in the office of Chief Medical Officer, G.J.Hospital, in sealed covers and duly superscribing. **“Tender for undertaking Sanitary Maintenance Works of Fishing Harbour area, Port Sports Complex area, Kalavani Auditorium, Sri Sitarama Kalyanamandapam including Sagari Open Air Theatre , CHD Kalyanamandapam and its premises and CISF Complex area and its premises”**. Tenders will be opened on 02-05-2020 after 2.30 p.m in the chambers of Dy.Chief Medical Officer, GJH, Visakhapatnam Port Trust in the presence of attended tenderers by the committee.
- xx) The contractor shall while carrying out the above work abide by safety precautions, rules regulations and procedures established by the management.
- xxi) The contractor is responsible for health / safety of their personnel including workers during their works at site and correct any deficiencies in the above matters.
- xxii) The contractor shall arrange to provide First Aid facility at work place for immediate medical aid.
- xxiii) The contractor shall arrange to provide safety appliances, Face Masks, Glouses, and Uniforms to their workers.
3. **Security Deposit**: The Successful tenderer should produce either bank guarantee or 10% of the total value of the tender towards security deposit in our cash section or else the same will be recovered from the monthly bill payable to you, which will carry no interest and the same is refundable after satisfactory completion of the contract.
4. **Performance Bank Guarantee**: If the quoted rates are below the estimated rate, the tenderer should deposit the difference amount between the estimate and tender amount, at our office or has to submit a performance bank guarantee from any Nationalized Bank/ scheduled bank. The deposit amount cannot carry any interest and the same will be returned along with security deposit, soon after successful completion of the work.
5. **Statutory Levies**: The statutory levies such as income tax; sales-tax etc., will be recovered from the monthly bills as per the applicable Acts, and Visakhapatnam Port Trust will not entertain any claim what so ever in this respect.
6. **Tax**: Income Tax @ 2% on the gross bill value will be deducted from the monthly bills.
7. **Tax GST**: Service Tax will be deducted at the rate of CGST @1% and SGST @ 1% on the labour component as per the existing rules.
8. **Termination of contract**: If the performance of the contractor is not found satisfactory, he will be issued 21 days notice by the Management of VPT. If satisfactory improvement is not found even after issue of this notice, the final one month notice will be served to the contractor by the Board to terminate the contract without prejudice to any right to such termination. The work then be cared out at his risk and cost. And in such defaulting tenderers the Security Deposit paid by them should be forfeited without any objection.
9. **Jurisdiction**: Any dispute relating to inquiry shall be subjected to the jurisdiction of the court of Visakhapatnam.

## **SPECIAL INSTRUCTIONS TO THE BIDDERS**

### **Instructions to bidders for online e-bid submission through e-tendering and e-procurement**

The Visakhapatnam Port Trust (VPT) is introducing e-procurement and e-tendering system from 1st January 2011. The port has adopted the software of NIC for this purpose. The bidders are requested to note these changes and make themselves ready for e-procurement and e-tendering.

The following instructions are to be followed for online submission of bids by the bidders:

1. Bidder should do the registration in the tender site <http://etenders.gov.in> using the option available. Then the Digital Signature registration has to be done with the e – token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as SIFY ([www.safescrypt.com](http://www.safescrypt.com))/ Tata Consultancy Services ([www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)) /Code ([www.ncodesolutions.com](http://www.ncodesolutions.com)) etc.
2. Bidder then login to the site through the user id/ password chosen during registration.
3. The e – token that is registered should be used by the bidder and should not be allowed for misuse by others.
4. The Bidders can update well in advance, the documents such as certificates, purchase order details etc. under My Documents option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
5. After downloading / getting the tender schedules, the Bidder should go through them carefully and submit the documents as asked, otherwise, the bid will be rejected.
6. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account of the corrigendum's published before submitting the bids online.
7. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
8. Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered /given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
9. The bidder should read the terms & conditions and accepts the same to proceed further to submit the bids.



10. The bidder has to submit the tender document online, well in advance, before the prescribed time to avoid any delay or problem during the e-submission process.
11. After the bid submission, the acknowledgement number, given by the e – tendering system, should be printed by the bidder and kept as a record of evidence for online submission of the bid for the particular tender.
12. The details of the Earnest Money Deposit document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same, otherwise, the Tender will be summarily rejected.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced, during the submission of bids online by the bidders at their end.
14. The bidder should submit the bid documents by online mode, through the site <http://etenders.gov.in> to the TIA as indicated in the tender.
15. The tendering system will give a successful bid updation message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no , date & time of submission of the bid with all other relevant details. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
16. Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.
17. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2 MB, it can be uploaded. However, if the file size is less than 1 MB, the transaction uploading time will be very fast. The total size of the documents, put together, should be less than or equal to 12 MB.
18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
19. The bidder should submit the relevant documents asked against the technical and financial cover portions and in case of irrelevant documents, the bid is liable for rejection.
20. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e –Procurement system. The bidders should follow this time during bid submission.
21. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during the bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individuals.
22. The confidentiality of the bids is maintained since the secured Socket Layer 12 B bit encryption technology is used. Data storage encryption of sensitive fields is done.

23. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.
24. Bidder can resubmit the bid on line as many times as possible within the Bid Submission end date and time.
25. Bidder can withdraw the bid submitted online within the bid submission end date and time, and the withdrawn bid can't be resubmitted.
26. For any clarifications on the e-Procurement system, please contact Visakhapatnam Port Trust e-procurement cell by mail/phone/in person
27. Copies of the work orders indicating Name of work, Contract, No & date, Value of the work, Name of the organization including Bill of quantities (BOQ) etc., along with completion / performance certificates are to be submitted as hard copy on the day of opening of the Technical bid, by the bidders as pre- qualification criteria, duly notarising all the documents towards proof.