

V.O.CHIDAMBARANAR PORT TRUST
..... **DEPARTMENT**
CHECK LIST FOR VETTING DRAFT TENDER SCHEDULE
(Reference :Circular No. dt.

Name of work:”

<i>SL. No</i>	<i>Description</i>	<i>Norms</i>	<i>Draft tender page ref.</i>	<i>Amount Rs.</i>
1(a)	Plan/Project code	More than Rs.5 crores		
1(b)	Non-Plan/Project code	Upto Rs.5 crores		
1(c)	Revenue			
QUALIFYING CRITERIA				
2(a)	Minimum qualifying criteria (As per CVC guidelines and to be reviewed on case to case basis)Average Annual Turn Over	Average Annual Turnover during the last 3 years ending 31 st March should be at least 30% of the estimate cost.		
2(b) (i)	Experience	Experience of having successfully completed similar works during the last seven years (1)Three similar work completed costing not less than 40 % of Estimate cost. (or) (2)Two similar works completed costing not less than 50% of estimate cost. (or) (3)One similar work completed costing not less than 80% of estimate cost		
2(b) (ii)	For stores and purchase contract	Pre/Post qualification shall be based on capability of bidders to perform particular contract with the following criteria:- (1)Experience/past performance on similar contract for last two years. (2)Capabilities with respect to		

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		personnel, equipment and manufacturing facilities. (3)Financial standing through certified Annual Report (B/S and P&L a/c. for last 3 years).		
JOINT VENTURE / CONSORTIUM				
3(a)	Applicant	Must be a member of consortium having not less than 26% of the share		
3(b)	Lead member	To have done at least one work of similar nature not less than 40 % of the total value of work.		
3(c)	Minimum eligibility criteria – Financial Average annual turnover.	Average Annual Turnover during the last three financial year ending at 31 st march if the tender is invited after September of the succeeding year. If the tender is invited before September of the succeeding year the Average Annual Turnover for the last three financial years ending of March 31 will be the preceeding/ previous financial year of the tenderer.		
3(d)	Minimum holding of each partner/ member	26.00%		
3(e)	Minimum eligibility criteria – Technical / Experience	If any bidder has completed the work with JV prior to submission of bid, bidder has to submit the JV agreement showing percentage of sharing pattern with attested by Notary. Accordingly proportionate value of the work will be considered for evaluation of work.		
3(f)	Legally binding agreement	Should be Jointly & severally liable. After tender submission, change of JV members not allowed.		
FINANCIAL CONDITIONS				
4(a)	EMD in the form of Demand Draft / Bankers Cheque (Bank Guarantee for high value contracts).	Upto Rs.25 crores –2% of estimate cost of work. Above Rs.25 crores- Rs. 50 lakhs + 1% of the cost of work in excess of Rs.25 crores (no limit).		
4(b)	Availability of Bank guarantee proforma for EMD			

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5(a)	Security Deposit (Previously it was termed as Retention money)	10% will be deducted from each running a/c bill subject to a maximum of 5% of contract price.		
		<p><u>(1) If the contract agreement contains provision towards maintenance / warranty period:</u></p> <p>50% of the security deposit shall be refunded on issuance of completion certificate for the subject work/supply by the competent authority.</p> <p>Remaining 50% of the security deposit shall be refunded after the satisfactory completion of the specified maintenance/ warranty period and a certificate to the effect is issued by the concerned Engineer's representative.</p> <p><u>(2) If the contract agreement does not contain provision towards maintenance / warranty period:</u></p> <p>100% of the security deposit shall be refunded on issuance of completion certificate for the subject work/supply by the competent authority.</p>		
		Note:- Wherever more than one schedule is there, please mention whether release of EMD will be with reference to each schedule.		
6(a)	Performance Security in the form of DD/FDR/BG (previously it was known as 'Security Deposit').	5% of Contract price If any additional quantity is executed over and above the contract price, the same shall also be added to the contract price and additional performance security to be obtained.		
6(b)	Bank guarantee proforma for Performance security. Branch-Tuticorin/ Chennai	No. of years as per tender requirement		

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6(c)	Digital Confirmation of Veracity of BG (refer Circular No.15/2019-20)	The BG confirmation should submit via SFMS to the beneficiary bank of the port digitally, which condition should be in the tender document		
7(a)	Payment Terms	Case to case basis		
7(b)	Interim payments to works in which assets are NOT lying within the Port area and all dredging works costing more than Rs. 5 lakhs are to be treated as advance payments and Bank Guarantee is to be obtained.	Yes		
7(c)	Bank guarantee proforma for interim payments treated as advanced payments.	Available		
8(a)	Work advance with interest	Case to case basis Without interest not agreeable.		
8(b)	Bank Guarantee proforma for advance payments.			
8©	Interest	In response to the dredging contract, interest charges @ SBI base rate+2% or applicable rate of SBI +2% shall be payable on delayed payment made by the employer with respect to the due dates specified to the contractor. Excess payment made to the contractor by the employer or moneys as may be due to the employer from the contractor shall also attract similar interest charges payable to the contractor.		
9	Liquidated damages	For slow performance or delay in the completion of work, compensation @ 1% per week or part thereof of the total value of contract subject to a maximum of 10% of the total value of contract/purchase as liquidated and ascertained damages and not by way of penalty, for every week or part thereof beyond the said period or extended period as the case may be		

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		<p>during which the work shall remain unfinished(Existing clause 59 under Contract Form A)</p> <p>The total value of contract/purchase is governed by the 'Contract Price' definition (under clause 1.1 of existing contract form A) which mean the sum named in the tender subject to such additions thereto and deductions there from as may be made under the provisions of the contract.</p> <p>The Contract price excludes the AMC value which would be carried out after successful completion of contract and authorized maintenance/warranty period.</p>		
10	<p>Incentive/Bonus (applicable only for the work costing more than 5 crores put to tender. However, specific approval of the competent authority has to be obtained in each case)</p>	<p>In case, the contractor complete the work ahead of scheduled completion time, a bonus @ 1% (One percent) of the tendered value per month computed on per day basis, shall be payable to the contractor, subject to a maximum limit of 5% (five percent) of the tendered value. The amount of bonus, if payable, shall be paid along with final bill after completion of work separately.</p> <p>The following criteria should be considered before finalizing such proposals:</p> <p>a) It should be in line with CPWD Manual/Guidelines</p> <p>b) Early completion of the project should be financially beneficial to the respective Port.</p> <p>c)The value of the Project should be more than 5 crores.</p> <p>d)Time frame of the Project should be benchmarked and assessed/fixed correctly.</p> <p>(e) Incentives for early completion shall be 50% of LD proposed to be levied.</p>		

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11	Bonus in respect of man power contract	Bonus component is included in the estimate in respect of man power annual contract		
11(b)	Salary+ bonus-mode of payment	Direct credit to Jan Dhan Yojana account		
12	Deployment of Independent Engineer	Independent Engineer when not deployed during no work in progress in site no payment for such period.		
13	Escalation clause			
(a)	(Contracts with period of more than 6 months and cost exceeding Rs.50.00 lakhs except Annual Mtc. Contract or as approved by Board from time to time)	Case to case basis. Base Rate= rate on the tender submission date		
(b)	Escalation during extended Period	If any extension of time is given with LD for a work, no escalation for extension period is applicable shall be specifically mentioned in the tender document.		
14(a)	Arbitration clause	Applicability of arbitration clause with reference to period of contract may be mentioned in the norms column In respect of PSU/ Govt. Departments, the guide lines issued by Ministry for arbitration clause may be followed		
14(b)	Legal jurisdiction	Tuticorin		
15	Period of completion.	Case to case basis.		
16	Conversion of foreign currency into Indian Rupees			
a)	for evaluation purpose	i) Financial Turn over ii) Work experience		

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	b) for price bid purpose	Relevant exchange rate for that year 14 days prior to price bid opening date		
17	Price evaluation a) Whether input tax credit is available b) If yes c) If No	Yes/No Price bid evaluation-excluding GST Price bid evaluation-including GST		
18	Greenery Development	For the value of work more than 2 crores, the successful tenderer should maintain 100 number of saplings (each sapling 4'4 above) at VOCPT and maintain the same till the completion of contract period. For the value of work more than 2 crores, the number of saplings will increase proportionately as per work order value.		
TAXES AND DUTIES				
19	Income Tax- TDS	Income tax + surcharge + education cess as applicable on the date of payment.		
20	PAN details			
21	Service Tax Registration			
22	VAT/ TIN No.			
23	VAT on works contract	Civil works contract 2% + SC All other works contract 4% + SC		
24	Duties	Excise duty and CVD are not payable for the equipments designed, assembled and erected at site of the Port. Customs duty for all imported components used in the erection of such equipments at site shall be taken as input cost of the equipment and shall not be reimbursed.		

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		However, Customs duty/ CVD/ Additional Special duty are reimbursable in case of spares imported for operation / maintenance of equipments. In such cases, the additional special duty shall be calculated on the value of the materials plus CVD.		
25	Annual Maintenance Contact	BG for the total AMC period should be furnished by the tenderer for value equal to the AMC value for all the years. The value of BG would get reduced each year proportionately and equally. (no reference to the value quoted for each year)		
26	Adherence of CVC guidelines with respect to BGs of i) EMD ii) Performance Security iii) Integrity Pact (More than Rs.1 Crore tender value)	BGs to be submitted to the Port directly by the issuing bank under Registered Post with acknowledgement due .		
27(a)	Port charges-vessel/cargo			
27(b)	Rent			
27(c)	Water			
27(d)	Electricity			
28	Inspection			
29	Environment laws			
30	Labour laws			

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31	ESI REGISTRATION NO: ALLOTTED CODE NO.			
	(a) If the tenderer is likely to employ more than 20 employees ESI Code NO.			
	(b) If the tenderer employs less than 20 employees, the relevant condition is included			
32	Availability of tender in Port's website.	Tender to be published in Port website		
33	Open tender/ limited tender	If open tender, the number of newspapers with details (ie) English/ Tamil or both in which NIT to be advertised may be indicated <hr/> If limited tender, list of names of contractors to be furnished		
34	Vitiation statement	In the case of excess quantity proposal, for the items proposed a vitiation statement may be enclosed alongwith the proposal with the original comparative statement.		

- 1) The above check points are only illustrative and not exhaustive.
- 2) Draft tender schedule is seen in total.
- 3) Major deviations have been brought out in the note sheet.

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