



पारादीप पत्तन प्राधिकरण  
PARADIP PORT AUTHORITY  
MARINE DEPARTMENT  
PARADIP PORT - 754 142, ODISHA (INDIA)



No. MD/ACCTS/WK/R-13/2023/306

Date: 07/03/2024

To

M/s. Rabindra Kumar Sahoo  
Qtr. No. RT-II/8, Camp No. 39,  
Nuabazar, Badapaida, Paradip.

**Email Id:** [rabindrasahoo86@gmail.com](mailto:rabindrasahoo86@gmail.com)

**Sub.:** Work Order for the work "Annual Maintenance Contract for Air Condition Units (29 nos.) fitted on Board Floating Crafts and Port Signal Station for a period of 08 (eight) months".

**Ref.:** (i) This office e-Tender Call Notice No. MD/ACCTS/WK/R-13/2023/1461 dtd.20/11/2023.

(ii) This Office Letter of Acceptance No. MD/ACCTS/WK/R-13/2023/236 dtd.22/02/2024.

Dear Sir,

With reference to above, it is to intimate that the Competent Authority has accepted your offered price of Rs.1,57,130/- (Rupees One Lakh Fifty-seven Thousand One Hundred Thirty) only plus GST for the work "Annual Maintenance Contract for Air Condition Units (29 nos.) fitted on Board Floating Crafts and Port Signal Station for a period of 08 (eight) months" under following terms & conditions:

**TERMS & CONDITIONS:**

**1. SUBMISSION OF SECURITY DEPOSIT:**

The Bank Guarantee bearing No. 21660ILG000924 dtd.05/03/2024 having validity till 04/11/2024 has been accepted which is 10% of the contract value (i.e. Rs.15,713/-) and shall be kept with PPA as Performance Security Deposit (PSD) till the expiry of warranty period.

**2. COMMENCEMENT OF WORK & DATE OF COMPLETION OF WORK:**

You shall commence the work within 15 (Fifteen) days from the date of issue of Work Order. If you fails to commence the work within the stipulated period of 15 days, liquidated damages @ 1% or part thereof monthly AMC charges of the contract value will be levied up to a maximum period of 15 (fifteen) days, thereafter PPA reserve the right to extend further with payment of penalty or the contract will be cancelled and Performance Security Deposit (PSD) shall be forfeited.

The AMC Contract will be for a period of 08 (eight) Months from the date of commencement.

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TELEPHONE NO. : 91-6722-222025, FAX : 91-6722-222445

Email : [dc@paradipport.gov.in](mailto:dc@paradipport.gov.in), [deputyconservator.ppt@gmail.com](mailto:deputyconservator.ppt@gmail.com), Website : [www.paradipport.govt.in](http://www.paradipport.govt.in)





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**3. EXECUTION AND TIME OF COMPLETION:**

- (i) The work must be executed diligently to the full satisfaction of the Deputy Conservator, PPA or his representative, strictly observing punctuality and discipline.
- (ii) You shall plan the work in consultation with the Tug Master Class-I (I/c) / Marine Engineer so that there is least interruption in operation of the Port. In case the work has to be stopped intermittently for the aforementioned reasons or any other important activity of the Port, **you shall not claim idle charges.**
- (iii) All work shall be completed in all respects within the time scheduled.

**4. PAYMENT TERMS:**

Full Payment shall be made within one month from the date of submission of the bill in completed form for the actual quantity of work done in duplicate after deduction of applicable IT and other applicable charges Plus GST extra at the prevailing rate.

All payments to you will be released through RTGs / e-payments. You are, therefore, requested to furnish the information as per the prescribed format along with each of your claims / Bills.

**5. PERSONAL PROTECTIVE EQUIPMENT (PPE):**

You shall be solely responsible at your own cost for the supply of required PPE to your workers and staff and you shall also ensure the use of PPE such as helmets, nose masks, hand gloves etc. by your staff at site.

**6. WATCH AND WARD:**

During the execution of the contract, you shall be responsible to arrange watch and ward of the work including the raw materials, machineries and equipment used for the work at your own cost till the contract is completed in all respects and accepted by PPA.

**7. OFFICER/ ENGINEER IN-CHARGE (EIC):**

The works shall be carried out under the supervision of Tug Master Class - I (I/C) / Marine Engineer, PPA.

**8. INSPECTION:**

The entire work shall be carried out under the supervision of Tug Master Class-I (I/C), PPA & Marine Engineer, PPA.

**9. PENALTY FOR DELAY:**

Penalty for not working of any A/C for more than one week shall be charged @ 1% of monthly AMC charges in addition to non-payment of AMC charges for that particular A/C subject to a maximum of 10% of the contract value. Where the liquidated damage amount exceeds the maximum limit, the Paradip Port Authority reserves the right to terminate the contract and forfeit the Performance Security Deposit.

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**10. WARRANTY:**

You shall give the warranty for a period of 08 months for new spares supplied during AMC. They should replace free of cost if it goes bad within 08 months.

**11. SPECIFICATION OF AC UNITS:**

Sl. No.	Name of Vessel	Type of AC Unit	Capacity	Present Condition	No. of AC Units
1.	Pilot Launch Jagannath	Split Type	2.0 Ton	Working	01
2.	Pilot Launch Balabhadra	Split Type	1.5 Ton	Working	01
3.	Pilot Launch Subhadra	Split Type	1.5 Ton	Working	01
4.	Survey Launch Laxmi	Split Type	2.0 Ton	Working	01
5.	Pilot Launch Biju Pattnaik	Split Type	2.0 Ton	Working	01
		Split Type	1.0 Ton	Working	01
6.	Tug Parvati	Split Type	2.0 Ton	Working	02
		Split Type	1.5 Ton	Working	03
7.	Tug Tarini	Split Type	2.0 Ton	Working	01
		Split Type	1.5 Ton	Working	04
8.	Port Signal Station	Split Type	1.5 Ton	Working	03
		Window Type	1.5 Ton	Working	07
9.	Marine Site Office / Workshop	Split Type	1.5 Ton	Working	06
<b>TOTAL:</b>					<b>32 nos.</b>

**12. SCOPE OF WORK:**

Scope of work for the work Annual Maintenance of Air Conditions.

(i) **EVERY MONTH:** Following to be carried out and report to be submitted.

- All A. C. Units cooling to be checked.
- All A. C. Unit Indoor Unit Filter are to be cleaned.
- Removal of Debris / Dust / Dirt of both indoor and outdoor Units.
- Condensate drain pipe for indoor unit to be checked & if choked / plugged it is to be cleaned as it cause water damage, overflow and increase in humidity level inside room.
- Carefully the bent fins are to be strengthened for both indoor and outdoor units.

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- f) The amount of current & voltage drawn by the AC Unit to be checked and to be logged in work done register.
- g) If any damage in insulation of copper, pipes are found. Then insulation to be renewed to increase the cooling efficiency.
- h) If any abnormal sound from fans, compressor etc. found same to be checked if required to be replaced with equivalent unit.
- i) Any loose connection of cable to be rectified.

(ii) **EVERY 6 MONTHS:** Following to be carried out and report to be submitted.

- a) All the A. C. Units, indoor and outdoor units are to be cleared with coil cleaner liquid to improve performance of A. C.
- b) All A. C. Unit are to be checked for any Gas leakage from pipe coils etc. If any leaks found, same to be shown to EIC and after rectification again shown to EIC for its satisfactory work.
- c) Any rust found on A.C. Unit same to be de-rusted by wire brush, emery paper etc. and to be painted with 02 coats of primer and finish coat. Paint PPA supply.
- d) In case where lubrication is required in any motor, same to be lubricated.

(iii) **BREAKDOWN MAINTENANCE:**

- a) At least one A. C. Mechanic to be stationed at Paradip to attend to any A. C. at short notice for Breakdown Repairs / Maintenance.
- b) The A. C. to be made operation at the earliest time with required spares.

**13. RESOLUTION OF DISPUTE:**

Paradip Port Authority and you shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them in connection with the contract. However, in case of failure of negotiation, the matter shall be referred to Conciliation Committee. Neither party shall have the right to commence Arbitration to resolve any dispute. All such disputes which could not be settled are subject to the jurisdiction of Courts at Kujang, Jagatsinghpur District.

In addition to the above, all other Terms & Conditions of original tender document remain valid for this work order.

The above has got e-concurrence of F & A Department, PPA on dtd.07/02/2024 and e-approval of Dy. Chairman, PPA on dtd.22/02/2024.

Yours faithfully,

  
Harbour Master,  
Paradip Port Authority