



MORMUGAO PORT AUTHORITY
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-78/2022

Sealed Item rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port AUTHORITY and also from unregistered contractors for undertaking the work of "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (excluding monsoon)**"

- Cost of quotation : **Rs. 590/- (inclusive of GST & Non-refundable)**
Rs.590/- inclusive of 18% GST - Non-refundable or exemption certificate as per Clause No. 29 (d) of Additional Special Instructions. Exemption towards payment of Tender fees will be extended only to MSME/NSIC by submitting Bid Security Declaration Form.
- Earnest Money Deposit : Rs.8,200/- or exemption certificate.
Exemption towards payment of EMD will be extended only to MSME/NSIC by submitting Bid Security Declaration Form.
- Estimated cost of work : **Rs. 4,08,200/-**
- Time limit of completion : Two years excluding monsoon period.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Authority, Headland Sada, during office hours from **08/12/2022 to 16/12/2022**, on payment of **Rs. 590/- (inclusive of GST @18%).** The interested firms may alternatively download the quotation from Mormugao Port Authority web site **<https://www.mptgoa.gov.in>** The downloading of the Tender Documents shall be carried out strictly as provided on website . No editing, addition/deletion of matter shall be permitted. If such action is observed at any stage, such offer is liable for outright rejection.

Exemption in Tender document fee and EMD will be provided for eligible bidders who have valid registration with MSME/NSIC by submitting Bid Security Declaration Form. They are required to submit documentary proof of such registration along with the quotation /offer for claiming the exemptions else their offer will not be considered valid.

Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port AUTHORITY will be considered as part of Quotation Form.

GST registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration along with the quotation. GST has to be claimed extra as applicable while submitting the bill/bills. Tenderer should comply with all regulations of EPF, ESI, ALC, etc. No bill will be forwarded if the above regulations are not followed.

Mode of Payment towards Tender Cost, & Earnest Money Deposit (EMD) to be paid online through e-Payment mode as under:

- i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). Tenderer requires download pre-printed Challan towards credit of MPA and make its payment through any of their Bank. UTR no. to be made available along with the tender documents for the proof of submission of tender cost and EMD failing which their tender will not be considered for evaluation.
- ii. (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.
- iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.
- iv. Bank details are given in the next page and NEFT/RTGS to be used for that account only.
- v. Proof of payment made has to be enclosed with the tender such as UTR details,/ Demand Draft details/ cash receipt received from MPA

Note:

- i) Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and attach the scanned copy of challans in the Quotation as a token of payment
- ii) D.D. if any should be submitted in original to the office of Chief Engineer's Account section in sealed envelope with Quotation number and name of work latest by two hours before opening of the technical bid.

As a prequalification Criteria, Quotations will be considered only of those parties who have submitted the quotation in Port Format on due date and time, paid quotation document fee, & EMD or Exempted as per Cl. No. 1.9 above, have Provident Fund & ESI Number, permanent Account Number of Income Tax & GST registration ..etc. The quotation submitted not in Port format, without quotation document fee, EMD/exemption certificate as applicable, not registered with Tax Authorities/GST, ESI, EPF..etc. or submitted the quotation with counter conditions will not be considered for further evaluation and will be summarily rejected.

Quotation duly completed in all respect along with forms and specified documents should reach the office of the Chief Engineer, Mormugao Port Authority, Headland, Sada by **15:00 hours on 16/12/2022 and they will**

be opened at 15:30 hours on the same day in the presence of such bidders as may wish to be present.

The Port Authority reserves the right to reject any or all the quotations without assigning any reasons thereof.

Executive Engineer (P-I)

Headland Sada.

Date:-



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MORMUGAO PORT AUTHORITY
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-78/2022

Name of work: "Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (Excluding monsoon)"

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

The details for processing the payment through RTGS as below:-

Name of the Beneficiary	MORMUGAO PORT Authority GENERAL ACCOUNT
Address of Beneficiary with PIN Code	Administrative Office Building, Headland Sada, GOA – 403804
PAN Number	AAALMO293P
Name & Mobile Number of responsible person	MILIND DESSAI / 9823082682 milind.desai@mptgoa.com
Name of the Bank and Branch	STATE BANK OF INDIA, Harbour Branch
Bank Telephone No.	0832-2520212
Address of the Bank	STATE BANK OF INDIA MORMUGAO HARBOUR, GOA – 403803
MICR Code of the Bank	403002024
IFSC Code No.	SBIN0002164
Type of Account and Branch Code	Current Account / Branch Code:- 002164
Account number of the Bank	10438017048
	MPA GENERAL ACCOUNT
Beneficiary E-mail ID	cashmpt@mptgoa.com



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MORMUGAO PORT AUTHORITY
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO. CE/Q-78/2022

Name of work: "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (excluding monsoon)**"

APPENDIX – I

Sr. No.	Particulars	Clause of G.C.	Details
1.	Amount of Security Deposit and time	-----	3% of the contract value, and to be released on completion of work.
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	Within 2 days from receipt of PO or as directed
3.	Contract period	-----	two years (excluding monsoon period)
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Free Period of maintenance.	-----	Not applicable
6.	Percentage of retention from each running account bill	-----	10% for each running bill.
7.	Limit of Retention Money	-----	5% value of the contract and to be released on completion of work
8.	Total Security Deposit and Retention Money.	-----	8 % value of the contract.
9.	Minimum amount of interim Certificate.	-----	Rs.1,50,000/-
10.	Time within which payment to be made after contractor's submission of the bill.		100% payment within 20 days of submission of undisputed joint measurement recorded bill and in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.

SIGNATURE OF THE BIDDER



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Name of Work: "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (excluding monsoon)**"

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ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials to be supplied should be in good condition as per the specification. It should be handed over to the Engineer-in-charge. It will be issued for carrying out the work as and when required.
3. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
4. Bidders are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the tender. They are also advised to inspect the structure, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
5. Bidders are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.
6. Measurements
The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work. Payments will be made according to the actual quantities of work ordered and carried out, jointly measured by the representative of Chief Engineer and the contractor.
7. Rates and Prices to be inclusive.
The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, excluding GST if any for

compliance with conditions of contract and specification. The GST will be paid extra as applicable which shall be claimed along with the Bill.

8. The specifications are intended to cover the execution of all works, necessary to complete the works with all materials of accepted standards, as specified in the contract.

9. Method of Measurement

- General

- Unless stated or billed otherwise, all quantities shall be `net` as they finished and provided in the work. The rates and prices shall include all allowances towards wastage of materials required for use in the work.

10. The Bidders will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and degree of skill involved in the work.
 11. Water for watering of plants will be provided free of cost by the Port.
 12. The time period is **two years (excluding monsoon)** as specified in the schedule. However, as per site requirement, there might be requirement of supplying of the labour during monsoons also and the same will be informed at least two days in advance.
 13. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
 14. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department. **All the copies of insurance premiums related to the Workmen Compensation policy and Contractors All Risk policy should be submitted to the office of the Chief Engineer.**
 15. It shall be specifically noted that the contractor is expected to mobilize the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
 16. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site .
 17. Quotations with conditions will be out rightly rejected.
 18. The Bidder shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.
 19. Any damage to the property of Port should be made good or compensated by the contractor.

20. After completion of day's work/contract period the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
21. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer concerned, for the decision, which shall be final and binding.
22. Permission for working beyond the normal working hours of Port or on Sundays and Public Holidays as stipulated under clause No. 42 of General Conditions of Contract, (in the printed booklet) in volume-I of the tender document will be given to the contractor.
23. The contractor and his workers /agents shall be required to obtain from MPT and display a Photo Identity Card during entry, stay and exit from the Port Security areas guarded by CISF personnel`
24. All applications for issuance of Photo Identity Card shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agent free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
25. All the materials to be used in the structure shall be conforming to relevant ISI specification or as specified in the Tender Schedule Contractor shall undertake laboratory test as specified in the relevant ISI at the discretion of Chief Engineer and only approved materials /approved brand of materials shall be used.
26. The bidder should comply with all regulations of EPF, ESI etc. No bill will be forwarded if the above regulations are not followed.
27. GST registration for the bidder is mandatory. Bidder has to enclose attested copy of **GST** Registration No along with the Tender. **GST** has to be claimed extra as applicable while Submitting the Bill/bills.
28. "The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid".
29. EARNEST MONEY DEPOSIT (EMD)
 - a) The Earnest money (EMD) payable by the Bidder in respect of this quotation is Rs.8,200 /- and shall be furnished as part of the quotation.
 - b) In the event of Bidder withdrawing his tender before the expiry of tender validity period of 180 days from the date of opening of technical bid, the tender submitted by the Bidder shall be cancelled and EMD shall be forfeited.

- c) The Earnest Money Deposit of unsuccessful Bidders shall be returned on award of Contract to the successful Bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful Bidder shall be refunded only on receipt of Security Deposit as stipulated in the tender.
- d) MSME/ NSIC shall be exempted of tender fee and EMD by submitting Bid Security Declaration Form (enclosed) , on producing self-attested supporting certificates along with the quotation.

30.

- a. Security Deposit: The Earnest money (EMD) payable by the Bidder in respect of this tender is exempted provided the Bidder submits Declaration form against bid security as part of its Quotation. Quotation without Declaration shall be treated invalid.
- b. Retention money: Not Applicable
- c. Refund of Security deposit and Retention money: 3% & 5 % respectively of the contract value, and to be released on completion of work as no maintenance period is applicable.
- d. Forfeiture of SD: The security deposit will be forfeited, if the contractor fails to fulfill any or all the conditions of this contract, without any interference from it towards all rights of Board to recover from the contractor any other amounts falling due to the Board through non- observance/ compliance by the contract conditions and any of the clause thereof by the contractor.

31. Payment of wages to the workmen to be paid in their respective Bank Account.

32. The Vendor shall quote GST No. of MPT (30AAALM0293P1ZY) on all invoiced raised on Port. If vendor is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the Vendor.

33. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.

34. Unregistered vendors under GST has to submit Declaration that the GST is not applicable to him, due to turnover of less than 40 lakhs.

35. The Contractor shall intimate the Port within 24 hours on receipt of Purchase order/ Work order, the date and time of commencement of the works, failing which the contract is liable for termination.

36. The Contractor shall have a valid Email Id and shall adhere to instructions sent by the Port via E-mail.

37. Further, in order to promote the Make in India Initiative by the Government of India the bid evaluation shall be dealt as per Public Procurement

Order No. P-45021/2/2017-PP(BE-II) dated 16.09.2020, Wherein, Class-I Local suppliers shall get purchase preference over Class-II local suppliers as well as Non Local supplier as per the following procedure :-

“Local Content” means the amount of value added in India which shall , unless otherwise prescribed by the Nodal Ministry , be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement , has local content minimum 50%.

“Class-II Local Supplier” means a supplier or service provider, whose goods, services or works ordered for procurement, has local content minimum 20%.

“Non Local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than 20%.

“Margin of purchase preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference, which shall be 20%.

“L1” means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation

- a. Among all qualified bids, the lowest bid will be termed as L1, if L1 is Class-I Local supplier, the contract will be awarded to L1.
- b. If L1 is not a “Class-I Local Supplier”, the lowest bidder among the “Class-I Local Supplier”, will be invited to match the L1 price subject to “Class-I Local Supplier” quoted price falling within the margin of Purchase preference, and the contract shall be awarded to such “Class-I Local Supplier” subject to matching the L1 price.
- c. In case such lowest eligible “Class-I Local Supplier” fails to match the L1 price, the “Class-I Local Supplier” with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- d. The “Class-I local supplier/Class-II Local Supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company(in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

38. The Evaluation process shall also be dealt as per ORDER (Public Procurement No.1) dated 23.07.2020 wherein it specifies: Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority i.e. Department of Promotion of Industry and Internal Trade as per the ORDER.

39. Wages payable shall not be less than the minimum wages payment as declared by the Central Government. If the Financial bids are having rates

quoted less than the statutory rates the same shall be out rightly rejected irrespective of the fact that the said bidder has qualified in the bid.

40. The personnel deployed shall be healthy, active and not less than 18 yrs or more than 45 years of age. Nobody shall have any communicable diseases.

41. If the Contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the MPA. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the MPA along with testimonials before they are actually deployed for the job.

42. In the event of contract personnel being on leave/absent for more then twice in a month, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve; Failure on this account shall attract penalty of Rs.500/- per day per person who is found missing / absent from duty payable by the Contractor for such absence including no payment for the day. Labour shall not be deployed on Sundays and public holidays except on specific instructions/ requirement from MPA. The same shall be communicated to the Contractor more in advance.

43. The contractor shall arrange to maintain the daily attendance record of the contract personnel deployed by him by maintaining a register and shall get it duly signed by the engineer in charge of MPA ,once every fortnightly and daily through the Port supervisory staff.

44. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the MPA. In the event, MPA makes any payment or incurs any liability, the contractor shall indemnify the MPA completely.

45. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case

EXECUTIVE ENGINEER (P-I)

BID SECURING DECLARATION FORM

Date.....

Quotation no: **CE/Q-78/2022**

To(Insert complete name and address of the #Employer/ Purchaser.)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am / We are in breach of any obligation under the bid condition, because I/We

- a) Have withdrawn/ modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form Bid; or
- b) Having been notified of the acceptance of our bid by the employer/purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance security in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty day after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)
In the capacity of (Insert legal capacity of person signing the Bid security Declaration)

Name: (insert complete name of person signing the Securing Declaration)

Duly authorised to sign the bid for and on behalf of (Insert complete name of Bidder)

Dated on -----day of ----- (insert date of Signing)

Corporate seal (where appropriate)

(Note: in case of joint venture, the Bid Securing Declaration must be in the name of all partners to the joint venture that submit the Bid)



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MORMUGAO PORT AUTHORITY
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-78/2022

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (excluding monsoon)"

SCOPE OF WORK

The work put to the tender broadly comprises of the following items.

1. Supply of labour for watering of plants manually at various locations in GCB area /MOHP area with all tools etc. complete.
2. All necessary weeding, gardening, watering tools etc to be provided by the Contractor for carrying out the related works.

EXECUTIVE ENGINEER (P-I)

VENDOR REGISTRATION FORM

1. Name of the Organization : _____
2. Address (In Detail) : _____
3. Telephone Number : _____
4. E-Mail Id : _____
5. Permanent Account Number (PAN) : _____
6. Bank Name : _____
7. Bank Branch Address (In Detail) : _____
8. Bank Branch Code : _____
9. Bank Account Number : _____
10. Bank Account Type : _____
11. Magnetic Ink Character Recognizer (MICR) : _____
12. Tax Identification Number (TIN) : _____
13. **GST** Registration Number : _____
14. **GST** Registration Code : _____
15. CST Registration Number : _____
16. Employee Provident Fund (EPF) Registration Number : _____
17. Employee State Insurance Scheme (ESIS) Registration Number : _____
18. IFSC Code : _____

Sr No	Particular	Mormugao Port Authority	Data Required
1	Customer Name as per GST Registration Certificate	Mormugao Port AUTHORITY	
2	Full Postal Address	Administrative Building, Headland Sada.	
3	City	Goa	
4	Pin code	403 804	
5	PAN	AAALM0293P	
6	Type of Person	Local Authority	Company/Firm/ Individual/Trust /LLP/AOP
7	Resident/Non Resident as per Income Tax Act	Resident	
8	ARN No.	AA30617001663N	
9	Provisional ID	30AAALM0293P1ZY	
10	GST No.	To be allotted	
11	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
12	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
13	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
14	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
15	Whether B2B or B2c (B= Business & C= Customer)	B2B	
16	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
17	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
18	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	

19	Central Excise Registration No.	--	
20	Service Tax Registration No.	AAALM0293PST001	
21	VAT - TIN	30181201096	
22	CST - TIN	V/CST/1683	
23	IEC	1706000073	
24	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	FA & CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.com anant.chodnekar@mptgoa.com	

I, Mr./Mrs. _____(Proprietor/Partner/Director) of M/s _____do certify that the information given above is complete and correct.

Place
Date

Signature
(Name: _____)



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QUOTATION NO. CE/Q-78/2022

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of two years (excluding monsoon)"

SCHEDULE OF QUANTITIES AND RATES

Item No.	Description of Work	Unit of Qty.	QTY	Rate		Total Amount
				Rs	Ps.	Rs Ps.
1	Supply of labour for watering of plants manually at various locations in GCB area /MOHP area with all tools & plants for watering , maintenance of plants , weeding etc complete.	Number	520			

TOTAL – Rs: _____

Rs: _____

In words Rupees _____

_____ Only.

Witness's

Signature: _____

Name : _____

Address: _____

Tel No: _____

Mobile No: _____

Email Id: _____

Date: _____

Bidder's

Signature: _____

Name: _____

Address: _____

Tel No: _____

Mobile No: _____

Email Id : _____

Date: _____

SIGNATURE OF THE BIDDER