



AN ISO 9001:2015 PORT

**MORMUGAO PORT AUTHORITY**  
**ENGINEERING (CIVIL) DEPARTMENT.**  
**QUOTATION NOTICE**  
**QUOTATION NO. CE/Q-79/2022**

Sealed item rate quotations are invited from contractors registered/unregistered with Engineering (Civil) Department of Mormugao Port Authority for undertaking the work of **“Watering of plants/trees in GCB area by deploying water tanker for a period of two years(on call basis).”**

Cost of quotation : **Rs. 590/- (inclusive of GST & Non-refundable)** or exemption certificate as per Clause No. 25 (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.8,700/-** 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.4,34,350/-**

Time limit of completion : **24 Months**(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 **29/12/2022 to 13/01/2023**, 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 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 13/01/2023 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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**ENGINEERING (CIVIL) DEPARTMENT**

**QUOTATION NO. CE/Q-/79/2022**

**Name of Work: "Watering of plants/trees in GCB area by deploying water tanker for a period of two years(on call basis)"**

**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

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

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



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**APPENDIX – I**

**Name of work: “Watering of plants/trees in GCB area by deploying water tanker for a period of two years(on call basis).”**

<b>Particulars</b>		<b>Clause of G.C.</b>	
<b>S.N.</b>	<b>Particulars</b>	<b>Clause of G.C.</b>	<b>Details</b>
1.	Amount of Security Deposit and time	-----	3 % value of contract. To be released on completion of work.
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	3 days
3.	Time of Completion	-----	<b>24 Months(excluding Monsoon period)</b>
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 bill
7.	Limit of Retention Money	-----	5 % value of work and to be released on completion of work.
8.	Total Security Deposit and Retention Money.	-----	8 % of contract value
9.	Minimum amount of interim Certificate.	-----	Rs.50,000/-
10.	Time within which payment to be made after contractor’s submission of the bill.	54(1)	100% payment within 5 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 QUOTER**



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**QUOTATION NO. CE/Q-/79/2022**

**Name of Work: "Watering of plants/trees in GCB area by deploying water tanker for a period of two years(on call basis)"**

**ADDITIONAL SPECIAL INSTRUCTIONS**

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. **Water Tanker shall be of 10000 lit. capacity with valid RTO Registration, PUC and Insurance.**
3. **Water tanker should be registered with Water Resource Department, (WRD) State Govt. of Goa, Margao.**
4. **Tanker shall be filled properly to the full capacity of tank. The acknowledgement of trips shall be signed duly by the contractor/Contractor's representative at every occasion and original Chalan shall be handed over to the departmental representative.**
5. **The contractor should provide his own contact number/mobile number//E-mail address/ contractor's representative mobile number as well as tanker drivers mobile number for easy communication.**
6. Quoters 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 site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
7. Quoters 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.
8. 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.

9. 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, including sales tax on works contracts, VAT, etc. if any, for compliance with conditions of contract and specification.

10. 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.

11. 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.

12. The quoters will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints involved in the works.
13. Time is the essence of contract and the entire work should be completed in **24 months (excluding monsoon period)** as specified in the schedule. Water Tanker shall be engaged strictly as per the schedule made by the department.
14. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
15. The contractor shall insure all tools and accessories to workers employed by him during execution of work and submit necessary insurance policies to the Department.
16. It shall be specifically noted that the contractor is expected to mobilise the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
17. Quotations with conditions will be out rightly rejected.
18. The Quoter 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. The contractor and his workers /agents shall be required to obtain from MPA and display a Photo Identity Card during entry, stay and exit from the Port Security areas guarded by CISF personnel`

21. 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 at free of cost and the same shall be valid for the Duration of the contract.
22. 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.
23. ***“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”***
24. EARNEST MONEY DEPOSIT (EMD)
  - a) The Earnest money (EMD) payable by the Bidder in respect of this quotation is Rs.8,700 /- 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.
25.
  - 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. 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.
    - b. 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.

26. Payment of wages to the workmen to be paid in their respective Bank Account.
27. 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.
28. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.
29. Unregistered vendors under GST has to submit Declaration that the GST is not applicable to him, due to turnover of less than 20 lakhs.
30. 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.
31. The Contractor shall have a valid Email Id and shall adhere to instructions sent by the Port via E-mail.
32. **The contract for supply of tanker is on call basis whenever required. However, same will be intimated at least 24 hours in advance.**

**Chief Engineer**





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**QUOTATION NO. CE/Q-79/2022**

**Name of Work: "Watering of plants/trees in GCB area by deploying water tanker for a period of two years (on call basis)"**

**SCOPE OF WORK**

1. Watering of plants at various locations in GCB area or as directed by deploying water tanker of 10000 litres capacity.( Water will be supplied departmentally free of cost)



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**Name of Work: "Watering of plants/trees in GCB area by deploying water tanker for a period of two years(on call basis)."**

**SCHEDULE OF QUANTITIES AND RATES**

Sr. No.	Description of work	Approx. Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5. 6.	7.
1	Watering of plants at various locations in GCB area/other Port areas by deploying water tanker of 10000 litres capacity(01 trip per day or as directed) including loading at MPT source at jetty well/well near old power house, including collecting the pump room key from the watchman posted at Headland, maintenance office, operating the pump at jetty well/well near old power house for loading/pumping/filling the water tanker and handing over the keys back, waiting charges including cost of diesel, driver, cleaner, hose pipe of not more than 2 & 1/2 inch dia., and minimum length 30m, maintaining log book at pumping station and handing over the receipt/slips endorsed by departmental representative. all tools, plant, labour etc., complete. Note: Water will be supplied by department free of cost at filling points at Jetty well/well near old power house and all other incidentals for watering will be considered included in the rate quoted.	238	Trips		

Total amount in figures including all taxes but excluding GST Rs. \_\_\_\_\_

Total amount in words (Rupees  
taxes but excluding GST

only) including all

It is certified that I / we have written the unit rates in figures and words.

Name & Address of Quoter.

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE QUOTER

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## 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	<a href="mailto:facao@mptgoa.com">facao@mptgoa.com</a> anant.chodnekar@mp tgoa.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: \_\_\_\_\_ )

To be submitted on Non-Judicial Stamp Paper value of Rs.20/- and to be uploaded along with Technical Bid)

**DECLARATION** (For MSE Units only)

I, -----on behalf of M/s.

-----in the capacity of----- (position) hereby declare that —

1. Our MSE Unit(s) is/are availing benefits extended by MSME, Government of India to Micro and Small Enterprises (MSEs) for the work of "-----"

----- invited vide E- Tender Ref. No.:-----

2. Our MSE Unit(s) has/have not been awarded any Work/Supply under MSME benefit during the current financial year.

**OR**

Our MSE Unit(s) has/have been awarded Work/Supply for a total value of Rs. -----

(Rupees-----only) under MSME benefits as on date and same Work(s)/ Supply is/are "in hand (progress)/ Incomplete" during the current financial year. Further we confirm that the value of Work(s)/Supply is/are in hand (awarded under MSME benefits) during the financial year plus estimated cost of this tender has not crossed the "Monetary Limit" mentioned in NSIC Certificate.

3. Our firm is participating in this tender under "MSE Unit".

NOTE: Strike out the conditions in (2) whichever is not applicable. Decision on any discrepancy in this "**DECLARATION**" shall be at the discretion of MPT and shall be final and binding.

-----Date:

Signature of Bidder/  
Authorized Signatory  
(With Company Seal)

ATTESTED BY NOTARY PUBLIC

(To be submitted on Company letter head)

**DECLARATION & UNDERTAKING BY MICRO & SMALL SCALE ENTERPRISES**

Sl. No.	Particulars	<u>Details</u>
1	Is your organization Proprietary/ Partnership/Private Limited Companies/Public Limited Company/Others	-----
2	Micro/Small/Medium scale Industry/ other? (Please tick mark appropriate box If bidder is Start-up & MSE, then please tick mark both)	Micro Small Scale Medium Others
3	Whether Manufacturer for the tendered Items (Supply)/ Service Provider for the tendered services as per MSE certification (Please tick mark the appropriate)	Manufacturer for supply items Service Provider for services Trader/Reseller/Authorized agent/distributor Non MSE Bidder
4	In case you belong to Micro/Small/Medium Scale Enterprises , whether you are registered under SC/ST Category (Please tick mark the appropriate).	Yes/No If Yes SC/ST
5	In case you belong to Micro/Small/Medium Scale Enterprises whether special provision for MSEs owned by Women claimed. •	Yes/No



## **A) CATEGORISATION OF MSE/SC-ST/WOMEN VENDORS**

1. In case of Micro/Small/Medium scale Enterprises, kindly attach Registration Certificate Issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgement.

2. SC/ST and Women entrepreneurs registered under MSEs need to submit valid Documentary evidence.

## **B) DECLARATION IN CASE OF MSE BIDDERS/START-UP COMPANIES**

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs)/Start-ups, we hereby declare as under;

- a) We are a Micro/Small Enterprise, as on bid closing date of this tender.
- b) We are a Manufacturers of the quoted supply item(s)/services provider for quoted services and valid MSE certificate submitted by us is authentic & valid as on bid closings date of this tender.
- c) We are a start –up company and we are enclosing copy of certificate of recognition issued by the department of industrial policy and Promotion, Ministry of commerce & Industry ,Govt. of India.

We declare the above details are true .In case any of the details are found to be false/untrue ,our offers will be liable for rejection /cancellation of order /subjected to appropriate action as per tender terms &Conditions.

Signature)

Authorized Signatory  
(With company Seal &

( To be Typed on Letter Head)

**BID SECURING DECLARATION FORM**

Date.....

Quotation No. CE/Q-79//2022 **““Watering of plants/trees in GCB/MOHP/HL area by deploying water tanker for a period of two years(on call basis).”**

To,  
The Chief Engineer,  
Mormugao Port Authority,  
Engineering Civil Department,  
Headland Sada , Mormugao Goa

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 securing 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)