



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

FACE SHEET TO ACCOMPANY THE TENDER DOCUMENTS

- A. 1. Name and full address of the Contractor
to whom the Tender Documents are issued. :
2. Whether registered with Engineering (Civil)
Department, if so, class of registration. :
3. If not registered, reference to the letter of the Chief
Engineer authorizing issue of the tender Documents. :
4. Date of issue of Tender Documents. :

SIGNATURE OF ASST. ENGINEER (ACCTS.)

- B.1 Name of work : Maintenance and upkeep of garden, lawn and
landscaped and other areas at Port Guest House premises ,
Headland, Sada for a period of two years (2016-18)
2. Cost of each set of Tender Documents : Rs.2000/-
3. Date and Issue of Tender Documents : From : 07/04/2016
To : 21/04/2016
4. Date of receipt of tender and time : 22/04/2016 upto
15.00 hrs
5. Amount of E.M.D. : Rs. 19,000/-
6. Date of opening of tender and time : On 22/04/2016 at
15.30 hrs hrs.
- 7 a) Whether E.M.D. received : Yes/No.
b) if so, in which shape : D.D./Cash Receipt
8. Form of contract : Percentage rate
9. Whether tender received in duplicate : Yes/No
10. Whether rates have been quoted in both : Yes/No.
the tenders in words and figures.
11. Total No. of Tenders received for the work:

ASST. ENGINEER (ACCTS.)

SUPDT. ENGINEER (HL)



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

Tender No:- CE/30 /2016

Name of Work: Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)

GENERAL INDEX

1. Tender Notice
2. Form of Tender.
3. Appendix – I.
4. Additional Special Instructions.
5. Scope of work
6. Schedule Maintenance of Horticulture works.
7. Directions to tenderer for filling the schedule of quantities & rates.
8. Schedule of quantities and rates.
9. Form of Bank Guarantee for Security Deposit.

NOTE:

1. Tenders are liable to be rejected if the unit rates are not written both in words and figures in the schedule of quantities and rates.
2. Tenders should be sealed in addition to being closed by using gum. Tenders received without being so closed and sealed will not be opened, but will be rejected outright.
3. EMD shall be paid in the form described in the tender and shall be enclosed along with the tender.

CHIEF ENGINEER



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

Tender No:- CE/ 30 /2016

Tender Notice No.:- CE/N-29 /2016

1. Sealed percentage rate tenders in single cover system are invited from the contractors registered with the Engineering (Civil) Department of Mormugao Port Trust for the works mentioned below:-

Sr. No.	Class of registered contractor eligible to tender.	Cost of tender document (non refundable)	Estimated cost of work put to tender	Sale of tender documents From/To
	Name of the work	Earnest Money Deposit	Contract period	Date of opening of tender
1.	Class `B2` and above.	Rs.2000/-	Rs.9,27,302/-	07/ 04 /2016 to 21/ 04 /2016
2.	Maintenance and upkeep of garden, lawns,landscaped and other areas at Port Guesthouse premises, Headland, Sada for a period of two years (2016-18)	Rs. 19,000/-	24 months	On 22 /04 /2016 at 15.30 hours.

1. The tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, scope of work, Schedule of Quantities and Rates and Form of Tender may be obtained from the Office of Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust at Headland, Sada, Goa on payment of Rs. 2000/- which sum will not be refunded. Additional set can be had on payment of Rs. 2000/- (Non-refundable), if desired.

2. The interested firms may alternatively download the Tender Documents from the Mormugao Port Trust web site <http://www.mptgoa.com> However, a separate sealed envelope super scribed 'Tender Cost' containing a Demand Draft/ Banker's Cheque drawn in the name of "FA & CAO of the Port of Mormugao" towards the cost of tender document may be placed in the envelope containing the sealed offer along with the downloaded Tender Document, failing which the offer of the firm will be left out of consideration.

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.

A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.

3. Tender documents will not be sent by Post or Courier Service.
The proposed work comprises of :- **Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)**
 - a) The work is to be carried out as described in Scope, specifications and as per the garden maintenance schedule
 - b) Schedule of Quantities & Rates attached herewith to this tender and as directed at site.
4. The Earnest Money Deposit (**E.M.D.**) payable in respect of the tender is Rs. 19,000/- (Rupees Nineteen thousand only), and E.M.D should be lodged in the form of Bankers Cheque or Demand Draft or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa is required to be enclosed along with the Tender. In any case, E.M.D. in the form of Cash/ Cheque will not be accepted.
 - a. The E.M.D should be put in a sealed envelope and marked as “EMD” and should be submitted along with the tender in a sealed envelope. The Sealed envelope containing the tender document enclosing the EMD shall bear the identifications like (i) Tender No. (ii) Description of works (iii) Bidders name and Address and (iv) Due date and time of bid opening. If the envelopes are not sealed properly, Mormugao Port Trust will assume no responsibility for the misplacement or premature opening of the bids submitted and same is liable for rejection.
 - b. Bids if not accompanied with requisite EMD as indicated at 4 above and in the manner described above shall be treated as invalid and shall not be opened.
 - c. E.M.D. of the Tenderers excepting first three lowest tenders will be refunded to Contractors. Contractors are requested to contact the . Assistant Engineer (Accounts), Chief Engineer’s Office. Main Administrative Office, Mormugao Port Trust for claiming such refund along with copy of original receipt issued by this office.

- d. Contractors may submit the following information in order to refund the EMD's/ Bank Guarantee/ Security Deposit/ Retention Money, payments of bills etc.
 - a. Name of Bank.
 - b. Place.
 - c. Account No.
 - d. Type of Account
 - e. PAN
 - f. EPF No.
 - g. ESI No.
 - h. Service tax Registration No.
- e. EMD of the other tenders i.e. any two among the first three lowest Tenders will be refunded to them only after acceptance of work order by successful tenderer. E.M.D. of successful contractor will be retained towards Initial Security Deposit.
5. Security Deposit: 10% of the work done or value of contract, whichever is more.
 - a) Amount to the extent of 5% of the value of contract to be paid in Demand Draft or in the form of a Bank Guarantee at the time of acceptance of the tender, as initial Security Deposit.
 - b) The remaining 5% of Retention money to be deducted from the running account bills at 10% of each running bill till the entire security deposit of 5% of value of contract are recovered. However, the contractor will have the option to convert the Retention Money so deducted from the bills into acceptable Bank Guarantee (s) for like sum (s) at any stage (s) of the work.
 - c) The entire amount of 10% of the value of the contract may be paid in Demand Draft /Pay Order or in the form of Bank Guarantee at the time of acceptance of tender.

Note:

- i) The Bank Guarantee of 5% of the Contract Price as initial Security Deposit will be valid till the completion of the garden maintenance work plus 3 months.
- ii) The Retention Money of 5% of the contract Price will be released after successful completion of the work and after issue of Completion Certificate by the Chief Engineer.
- iii) In case the Tenderer desire to quote premium of cost of work put to tender more than 15%, the Tenderer will have to give the rate analysis for any or all the item of work along with the tender.
- iv) If the successful tenderer fails to deposit the Security Deposit within the notified period,(however security Deposit to be deposit prior to commence the work) it will be presumed, that the contractor is not interested in the contract and the offer of contract shall be cancelled and the EMD of the contractor will be forfeited.

6. Submitted Tenders for the subject work will remain open for acceptance for a period of 180 days from the date of opening of tenders.
7. The subject contract period is for **twenty four months** including monsoon from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.
8. Tenders with counter conditions are likely to be rejected summarily without assigning any reasons therefore.
9. Time is the essence of contract Liquidated Damages for delay in completion of work shall be recovered at the rate of 0.5% of the Contract Price per week or part thereof delay subject to a maximum ceiling of 5% of the contract price. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.
10. Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Please note that the area is to be properly maintained and inspection can be arranged in consultation with the Superintend Engineer-HL, Tel No: 2594605 or Asst. Executive Engineer (HL) Tel No: 2594674.
11. The tenderers must not quote counter conditions involving extra expenditure. The tenderers should refrain from sending revised or amended offers after the closing date of the tender. The Chief Engineer reserves the right to reject such offers without assigning any reasons thereof.
12. The original tenders to be submitted should be enclosed in as sealed cover and super scribed **'Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-18)** and should be addressed the Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland. Sada, Goa-Pin: 403804.
13. The tenders complete in all respects should be placed in the Tender Box kept inside the cabin of Asst. Engineer (Accounts) , Chief Engineer's office at Main A.O. Building, 2nd floor, Mormugao Port Trust upto 15.00 hrs. on due date and opened at 15.30 hrs. on the same date in the presence of such tenderers who may wish to be present.
14. The Tenderers should specifically note that their OFFERS SHOULD REACH THIS OFFICE ON OR BEFORE THE DUE DATE AND TIME. OFFERS RECEIVED LATE WILL NOT BE CONSIDERED. TENDERS SENT BY POST WILL BE REJECTED.

- 15.The Chief Engineer and or Board of Trustees reserves the right to reject any or all tenders received without assigning any reasons therefore.
- 16.Unsigned tenders will not be considered.
- 17.Income Tax etc. as applicable from time shall be deducted from the amount Payable to the Contractor at source. Under no circumstances taxes so ducted shall be reimbursed to the contractor.
- 18.Service Tax Registration for the bidder is mandatory. Bidder has to enclose attested copy of the Service Tax Registration certificate along with the tender. Service Tax has to be claimed extra as applicable while submitting the bills.
- 19.The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
- 20.The Tenderers should strictly note that they should be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
- 21.Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
- 22.The quoted rates shall include components of minimum wages , Provident Fund; statutory charges, ESI contribution,(declared from time to time by Central/State Governments) to labour etc. but exclude applicable Service Tax. The contractor shall submit the proof of contribution towards Provident Fund; statutory charges, ESI contribution, etc. along with bills periodically.
- 23.Tender should have registered with ESIC, EPF, Service tax and proof of these not enclosed along with the tender their offer liable for rejection and shall not be considered for evaluation

CHIEF ENGINEER



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

Tender No:- CE /30/2016

Name of Work: Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)

FORM OF TENDER

The Chief Engineer,
Mormugao Port Trust.

I/We _____ do hereby offer to execute the work comprised in the annexed Tender Notice
“Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-18) in strict accordance with the instructions to Tenderers, General conditions of Contract. Specifications etc. at the Percentage Rate entered in the attached Schedule of Quantities and Rates .

2. I/We undertake to comply with the specification of the work included in the Schedule of Quantities and Rates for the contract period of **twenty four months** from the date of release of work order. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mormugao and for the maximum period of 180 days from the date of opening. I/We have independently considered the question of the amount of loss or damage likely to result to the Trustees from the delay on my/our part in the performance of the contract and I/We agree that the liquidated damages at the rate of (0.5%) of the contract price per week or part thereof delay in work subject to a maximum ceiling at 5% of the contract price represents a fair estimate of the loss likely to result from the delay.

3. I/We send herewith a sum of Rs. 19,000/- (Rupees Nineteen thousand five only),as earnest money deposit of my/our willingness to enter into the contract if my/our tender is accepted.

4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities and Rates attached to this tender.

5. I/We also, agree if awarded the contract that the earnest money lodged with this tender will be retained by the Board of Trustees towards part of the Initial Security Deposit and to make further deposit by Bankers cheque/demand draft in the favour of FA&CAO,MPT, Headland Sada payable at Vasco- Da- Gama, Goa/by way of a Bank Guarantee, within (07) seven days or such extension of the period permitted by the Chief Engineer, in writing, after receipt of information that my/our tender has been accepted by the Port Trust. The Board of Trustees will also have the option to retain the entire amount for Initial Security Deposit of 5% of the Contract Price in the form of Bank Guarantee.

6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 5% of the contract price of my/our tender by way of deductions from my/our bills at the rate of 10% of the gross value of work certified in each bill till the amount of 5% of the contract price is accumulated.

7. I/ we do hereby agree that the amount of EMD shall be forfeited and the contract will be cancelled in the event of the tender is accepted and I/ we fail to submit security deposit /execute the contract within the stipulated period or when called upon to do so without any previous notice and I/ we shall have no claim whatsoever against such cancellation .

8. I/We agree to abide by this tender to be valid for the period of 180 days from the date fixed for receiving/opening the same and it shall remain binding upon me/us and may be accepted any time before the expiration of that period.

9. I/We hereby certify that my/our registration certificate under the Goa Sales Tax on the transfer of property in goods involved in the execution of works Contract Act, 1985 is in force on the date on which the sale of goods specified in this bill/cash memorandum is made by me/us and the tax under the act will be, if payable, be paid before furnishing my/our returns under the Act.

10. I/We have inspected the site and I am/We are fully aware of the work to be carried out while tendering for the contract.

11. I/We request that early payment of 100% of the amount of interim bills be made from time to time in advance of such bills being audited.

12. *(A) Mine is a proprietary firm and I am the sole proprietor of the firm. My firm is/is not registered with Registrar of firms.

Name: _____
Age: _____ years

*(B) Ours is a partnership firm and the names of all major partners are given below:

	<u>Name</u>	<u>Age</u>
1.	_____	_____ years
2.	_____	_____ Years
3.	_____	_____ Years
4.	_____	_____ Years

We understand and confirm that if our offer is accepted, the contract will be entered into with the above-mentioned partners only and the Trustees will not recognize or deal with any minor partners or their guardians.

*(C) Ours is a Company with liability and a copy of our Memorandum and Articles of Association will be sent for perusal upon

acceptance of our offer. Proposed contract is intended to be signed by a duly constituted Attorney and original power of Attorney in his favour will be submitted for perusal immediately on acceptance of the tender. The contract will be completed under the Company's Common Seal.

13. The Bank's Guarantee referred to in Para No.5 above will be from
** _____

14. I/We am/are registered for the purpose of Goa Sales Tax Act and my/our registration Certificate No. is _____ and sales tax registration No. is-----

15. The name and address of our Banker is ** _____

16. I/we understand that the Board is not bound to accept the lowest or any tender you may receive and may reject the same (the lowest) or any other tender without assigning any reason therefore.

17. I/we have read and understood the General Conditions and Specification of the work which are printed in Volume -I' as well as special condition, scope and specification of the work supplied to me by the Department which will form a part of tender and this shall remain binding on me ".

18. I /we will deploy experienced and physically fit supervisor and will deploying sufficient but not less than minimum number of staff with required tools & plants to carry out the work efficiently on the garden site along with necessary tools and plants required for the effective maintenance and upkeep of the garden.

19. I/we declare that I/we have successfully carried out similar works in the past.

20. I /we declare that I /we will be responsible and liable for payment statutory minimum wages and other legal dues to the garden workers employed by me /us for the purpose of rendering the services required under this tender and also will provide information in time to time as required in respect of labourers employed by me/us to monitor compliance of minimum wages, EPF,ESI etc. as per latest Govt. Circular and in prescribed formats.

21. I/We agree to submit security Deposit prior to commencement of work.

NAME AND ADDRESS OF TENDERER:-

SIGNATURE OF TENDERER

Witness: - _____

Date: _____ Day of _____ 2016

Witness: - _____

Witness: - _____

N.B.: * Strike out whichever is not applicable.

**** Here the Name of the Bank should be stated.**



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

APPENDIX – I

Tender No:- CE/30/2016

Name of Work: Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)

This shall be read in conjunction with clause of General Conditions (G.C.) of Vol-I of Tender Documents.

<u>Particulars</u>		<u>Clause of G.C.</u>
1. Amount of initial security and time	11(1)	Five percent of the contract price and period 28 months.
2. Period for commencement from the Chief Engineer's orders to commence.	38	7 days from the date of receipt of purchase order.
3. Contract Period	40	Twenty four months (including monsoon)
4. Amount of liquidated damages.	43	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. Period of maintenance	45(1)	Not applicable
6. Percentage of retention from each running account bill	54(1)	10 %. Also please refer Cl.No.5 of additional instructions to tenderers.
7. Limit of Retention Money	54(1)	5%value of the contract.
8. Total initial Security Deposit and Retention Money.	11(1)	10% value of the contract.
9. Minimum amount of interim certificate.	54(1)	1.00 Lakh
10. Time within which payment to be made after contractor's submission of the bill.	54(1)	100% within 20 days from the date of bill submitted based on the joint measurements.

- | | | |
|--|----|----------------------------------|
| 11. Mobilization Advance | 69 | Not Applicable to this contract. |
| 12. Interest rate on mobilization advance. | 69 | Not Applicable to this contract. |
| 13. Mode of recovery of mobilization advance | 69 | Not Applicable to this contract. |
| 14. Variation in price of labour and materials | 70 | Not Applicable to this contract. |
| 15. Arbitration | 66 | Not Applicable to this contract. |
| 16. Minimum amount of third party insurance. | : | 5 % of the tender amount. |

Dated this _____ day of _____ 2016

Signature _____ in the capacity of _____

_____ duly authorized to sign tender for and

on behalf of _____.

(IN BLOCK LETTERS)

ADDRESS : _____

Witness : _____

Occupation : _____

SIGNATURE OF TENDERER

Date: _____

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
Tender No:- CE /30/2016**

Name of Work: Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-18)

ADDITIONAL SPECIAL INSTRUCTIONS TO TENDERERS

1. The total area of Port Guesthouse premises covered under the contract is aprox. 3.00 acres (12160 sqmts) including 1650 sqmts. of terrace/roof areas and other comprises of garden and road etc. The scope of work includes maintenance of the existing garden in Port guesthouse premises comprises of lawns, plants/trees/ shrubs/ground covering, creepers ,hedges ,vegetable and flower bed, Structures etc. as well as any other future additions thereof by deploying sufficient but not less than minimum number of staff with required tools & plants to carryout the work efficiently without any extra cost on all weekday excluding Sundays and specified holidays as per the schedule of quantities and rates , scope & specifications, and with reference to the garden & horticulture maintenance schedule and as instructed in time to time by Horticulturist /Chief Engineer or his authorized representative.
- 2.The tender is on percentage rate basis . The quantities mentioned in the Scheduled of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting. The quoted rates must be inclusive of Minimum Wages to be paid to workers in time to time as per the guideline of labour commissioner (central), Contractor's profit, EPF, EISC, Bonus, Service Tax, etc., as applicable and should be firm for the entire Contract period. No escalation or price adjustment is applicable for this work.
3. Contractor is required to start the work within 03days from the date of award /date of communication of acceptance of the tender and after paying the security deposit. Commencement of work shall be permitted only after the receipt of Security Deposit. If the successful tenderer fails to deposit the Security Deposit within the notified period, it will be presumed, that the contractor is not interested in the contract and the offer of contract shall be cancelled and the EMD of the contractor will be forfeited.

- 4 .Before commencing the work on site, contractor has to take requisite permission from the Labour Enforcement Officer, Labour Commissioner, municipality, other local agencies/ authorities etc. If Labor license not available, the same shall be obtained from Concerned Authorities within a month from the date of issue of work order
5. On acceptance of tender the contractor shall prepare and submit the detail programme/schedule of garden/horticulture maintenance activities like watering, weeding out ,lawn mowing, manureing and fertilization, pruning and trimming of hedges ..etc. in consultation of the Horticulturist / Chief Engineer or his authorized Representative.
- 6.The contractor shall communicate in writing name of all his workers to be deployed and submit the photo identity card ,name ,address ,phone/contact number of the person to be deployed to work in the garden including of Supervisor (must have worked as as mali earlier) cum mali.
7. The contractor prior to commencement of the work the records like site order book and Muster roll/logbook of workers attending the work shall be produce to the Chief Engineers authorized representative and then to be kept in a custody of Supervisor's at security cabin for daily verification and Record and also to produce the same whenever required /asked for by Chief Engineer or his authorized representative.
8. The site shall be handed over to contractor only after compliance of clause 3,4,5,6 &7 above for maintenance of the garden on as-is-where-is basis and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.
9. .Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully and in time the Chief Engineer shall have the absolute right to take up the work at the contractor's cost and risk and recover any and all such expenses from the amount due to the contractor including security deposit.

10. 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. All applications for issuance of Photo Identity cards 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.
11. The maintenance of gardens" is a JOB CONTRACT on area, number. of workers and on period basis to be directly supervised by the contractor under the supervision of qualified, skilled ,experienced and authorized Supervisor cum Mali and under consultation of approved Horticulturist/Chief Engineer or his authorize representative. The contractor shall be fully responsible for execution of works on day to day basis .The payment of the supervisor should be paid by the contractor, and the quoted consolidated amount must be inclusive of the payment of supervisor.
12. The contractor shall Nominate competent Horticulturist (person holding degree in the relevant field i.e. BSc (Hort.) or equivalent) to act on his behalf. The authorized Horticulturist along with the contractor and Chief Engineers authorize Representative shall visit and inspect the garden in the first week Of the commencement of the work and at every six months thereof ,submit the report in writing regarding deficiencies observed in the performance in growth / flowering/ yield of fruits/ vegetables, etc. of various flowering & non-flowering plants/ trees/ lawns, creepers, etc. and to prepare and submit garden maintenance schedule thereof in as directed by the Chief Engineer or his authorized Representative.
13. The supervisor cum mali should be literate and have middle school qualification at least and experience in garden from recognized Nursery or Govt. organization .He acts as authorize representative on behalf of the contractor & should be provided with mobile phone by the contractor. He should be available in the Guesthouse garden premises on all days of the month. He should daily report to the Chief Engineers Representative to supervise the work and to take instructions and to furnish daily reports in the prescribed format regarding daily garden maintenance activities as per schedule and as directed .The instructions thus received from the Chief Engineer or his authorized representative from time to time on behalf of the contractor shall be deemed to have been received by the contractor within the scope of this work order. Non submission of daily work done report and non compliance of any instructions will attract penalty as per the relevant clause.

14. The Contractor is required to render a certificate about the person employed by him so that he undertakes the complete responsibility on their activities when present in Port areas. The Contractor should also submit details of employees to verify their antecedents from the concern residential areas Police/local authorities.
15. The Muster roll/logbook in approved format for the labourers attending for work shall be maintained under Supervisors cum Mali at site/security cabin at the gate indicating the name of workers. Contractor shall direct all his labour to either to sign or put thumb impression or mark "P" on muster roll every day. He should ensure that he desire number of person have been engaged and are physically present on all stipulated day during the entire duration of stipulated hours. Daily maintenance of attendance record/muster Roll of staff on garden maintenance work duly counter signed by JE /Chief Engineers authorized Representative is must for this contract and failure to do so will be treated as labour not engaged/absent on work.
16. Water & Electricity required for the regular watering and maintenance of the garden will be supplied free of cost by the Port to the EXTENT POSSIBLE on request. All arrangements including wires, pipe connections, the hose pipes, sprinklers, operation of motor etc. as may be required shall have to be arranged by the contractor at his cost. Garden /horticulture maintenance materials required for the work shall be used from supply item Nos. 2,3& 4 .of the schedule quantities and rates.
17. However, it shall be specially noted that in case of failure of supply from the Port due to any reason whatsoever, the contractor shall arrange to procure water in tanker fitted with motor pump required hosepipes/sprinkler with prior intimation or as directed for satisfactory watering of garden, lawns. The cost of such transporting of water by tanker fitted with motor etc. shall be inclusive of the quoted rates as per item No 8, of the schedule quantities and rates.
18. Watering shall be done daily in the early hours in the morning before 10.00 hrs. and in the evening after 3.00 P.M. Water is supplied to the garden to limited time as per days schedule programmed contractor shall make arrangement to provide storage facilities at his cost to store water for days requirements as and when released.
19. Application of insecticides /pesticides to control pests and cure the insect infection ,organic pesticides like Neem cake oil can be sprayed periodically to prevent and cure contaminations without any extra cost as and when required as per the schedule and as directed by Horticulturist /Chief Engineer his aauthorized Representative

20. The contractor has to supply all the consumable materials like cow dung ,urea ,pesticides ,garden earth and other fertilizers in full quantities as per the Rate Schedule of items within first three months of the contract period as per the schedule of garden/horticulture maintenance and as instructed by the Chief Engineers Representative in time to time. Material delivery challan should be submitted to the Chief Engineers authorized Representative. The quantities mentioned in the tender are minimum, approximate and indicative; however the actual quantity may vary. Even the contractor may have to supply 50%more than the tendered quantity if demanded at the same quoted rate only at places pointed out within Port area. Failure to supply the same , may be arranged at the cost and risk of the contractor and besides suitable penalty amount other recovery will be made as per as per relevant clause from the payment due to the contractor.
- 21.The contract will be for a period of 24 months, which can be extended on the same terms and conditions for an additional period of three months subject to satisfactory performance of the initial period of the contract.
- 22 The contractors without any extra cost shall keep all minimum required tools for maintenance of the garden a site.
- (1) Lawn Mower (petrol orElectric)- 1no,
 - (2) Spades – 2nos,
 - (3) Pickaxe-1nos
 - (4) Hedgesshear-2nos
 - (5) Sickles -2nos
 - (6) Plastic pans-3nos
 - (7) Coconut brooms 3/month
 - (8) Hosepipe $\frac{3}{4}$ "dia of 30 m.long -3nos
 - (9) Movable water sprinkler-4nos
 - (10) Axes-2nos
 - (11) Tree prunner-01 no
- 23 The instruction given by the JE /Chief Engineers authorized Representative /officer in charge shall have to be carried out promptly. In case of any difference of option or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer, for the decision, which shall be final and binding.
24. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb / cause inconvenience to the officials, participants, residents, any third party or their property in any case

- 25 Proper and satisfactory maintenance and up-keep of the existing garden comprising of lawns, plants/trees/ shrubs/ground covering, creepers ,hedges etc. as well as any other future additions etc. within the specified premises by deploying sufficient staff is the essence of the contract and no let down will be permitted. .In case the services are not found satisfactory or the contractor failed to execute any item of work /activity as per the tender, the Chief Engineer or his authorized Representative shall be at a liberty to withhold any payment/s that may be due to the Contractor till such time, such services are rendered to the satisfaction of the Chief Engineer or his authorized Representative. In the event of the contractor not attending to defective or incomplete item/ work as pointed out by Chief Engineer authorized Representative in writing this payment will stand forfeited. The decision of the Chief Engineer shall be final and binding on the contractor in such matters.
26. The contractor shall be liable to pay compensation for any damage to the Port property or its premises caused during the maintenance operation by the contractor or his workers.
27. Watch and ward of all materials and equipment will be responsibility of the Contractor and no claims will be entertained towards loss or damage to the Contractor's materials and equipments.
- 28.. The following five holidays have been considered for this contract; Hence contractor has to arrange the workers to continue work in other Public holidays without any additional amount and by taking care of statutory provisions in these regard.
- (i) Republic Day
 - (ii) May Day
 - (iii) Ganesh Festival (1 day)
 - (iv) Independence Day
 - (v) Christmas day
29. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the workers must be made as per the ongoing minimum wages prescribed by the Ministry of labour, Govt of India . The total amount of wages paid to the workers must include the minimum wages+EPF+ESIC+Other statutory benefits including bonus.

30. Contractor shall maintain the garden area satisfactorily by deploying sufficient qualified & experienced garden staff along with garden tools, tackles, hosepipes etc. but not less than the minimum number of persons specified everyday from 8.00 hrs to 12.00 hrs and 14.00 hrs to 18.00 hrs on all week days excluding Sundays and specified holidays. In case of absence of any staff he should ensure that requisite number of staff is always on duty.. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations.

Sl No	Name of the Post	Category	Total Nos
1	Supervisor cum Mali	Skilled (male)	1
2	Mazdoor/gardener, sweeper)	Unskilled (1male+2female)	3

Over and above the minimum number of work force required as stated above, the contractor may engage additional work force as and when required to meet our job requirements mentioned in the terms and conditions of the agreement for which no extra payment will be made to the contractor. However, in case number of work force deployed is less than what has been prescribed above in any day and thereby failed to maintain monthly target of minimum staff to be deployed, recovery shall be made @ 1.5 times the prescribed ongoing minimum wages in force prescribed by Chief labour commissioner (central) in time to time for such workers from the monthly bill.

31. The Contractors failure to execute any of the item or activity of garden maintenance work as per schedule of quantities and rates, schedule of garden /horticulture maintenance attached with tender and as instructed by the Chief Engineer or his authorized Representative in writing in time for compliance within the specified period, the same may be executed at the cost and Risk of the contractor and to pay other contractor to execute any such item or activity of the work. The Recovery will be made as per the actual expenditure incurred with 25% overheads on the expenditure incurred besides suitable penalty amount as per the relevant clause from the payment due to the contractor. Chief Engineer's decision in such case is final and binding on the contractor,.
32. The period from beginning of June to end of September is considered as rainy days for purpose of maintenance of the plantation against the item of bill of quantities. However, advantage shall not be taken in case of delay in the onset of monsoons and early receding of rain and watering shall be done sufficiently in the event of delay in the onset of monsoon or early receding of monsoon. All wild growth within the periphery of garden premises shall be removed and water stagnation should be cleared.

33. Cost of replacement/vacancy filling of seasonal and other flowering plants and trees shall be deemed as included in the price quoted against the items. Plantation of new plants and trees in the gardens, flower pots, and by the sides of roads and other areas including filling up gap in hedges as and when instructed by the Chief Engineer or his authorized Representatives should be carried out without any extra cost with available nursery plants or saplings or the plants and trees which shall be procured by the contractor and the cost shall be reimbursed as per actual on production of receipts
34. The work of urgent nature like removal of bee hive, clearing of fallen tree ,branches, supply of labour with tools as per the scheduled item etc. Shall be attended within 24 hours of intimation on telephone or through site order by the Chief Engineer or his authorized Representative. Failure to execute the same within the stipulated period, the same may be executed at the cost and risk of the contractor and besides suitable penalty, recovery will be made as per as per relevant clause
35. All rubbish generated from lawn and gardenlike dry leaves, grass etc. and other decomposable waste shall be put in compost pit and covered with garden earth mixed with cow dung on daily basis. The excess unwanted waste, dried leaves, mowed grass etc. may be burnt once in a week only in the presence and at the direction of an Chief Engineer or his authorized Representative, at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the occupants or Public in the surroundings. Extra rubbish including tree branches, excavated material to be disposed off on monthly basis by transporting the same at places pointed out by the Chief Engineers Representative within a lead of 3KMS. etc. complete. If the contractor fails to clear the same within the stipulated period as per specification, the same may be executed at the cost and risk of the contractor and besides suitable penalty amount, other recovery will be made as per as per relevant clause from the payment due to the contractor
36. The Contractor without any extra cost shall arrange positioning (keeping) the flower plants at number of places within Port area whenever there is a function/programme including loading and unloading and removal of the same after the programme is over as instructed by the Chief Engineer or his authorized Representative.
37. If demanded by the port staff at any time round the clock, the Contractor shall immediately arrange to deploy a Highly Skilled Snake Catcher to remove snakes (poisonous /non – poisonous snakes) from the garden site and re- locating the same to any place as directed. Separate Payment for the above work shall be made by the port. The Contractor shall intimate to the port the cost for deployment of highly Skilled Snake Catcher on per visit basis.

38. The work of cutting of uprooted / dead trees as and when instructed and pruning of trees branches by climbing at height of big trees twice a year or as & when instructed ,removing of parasite plants from the trees, plucking of fruits as and when instructed , cutting of roots, transporting of other debris, etc. are to be executed through labour supply item No.6 of the schedule without any extra cost .If the above given works are not carried out within the given time, may be executed at the cost and risk of the contractor and besides suitable penalty amount, other recovery will be made as per as per relevant clause from the payment due to the contractor.
39. The Contractor / authorized site supervisor shall arrange and supply labours per item no. 6 of schedule of quantities and rates in time, within a day before intimation to them by verbal /writing /short message service (SMS) through mobile phone. Labour supplied by the contractor may be utilized for any type of work and for other port work as per port needs. Even they should be capable of loading and unloading of cement bags. The Contractor has to supply labour more than the tender quantity if demanded by us, at the same quoted rate. If labours are not supplied, the deduction will be carried out at Rs.600.00 or on pro-rate basis on the rate quoted at tender Item No. - 6 or at the actual payment of other agency who has supplied the labour to the port, whichever is higher
40. The contractor shall provide a set of Uniform and rain protective gears to the workers / gardeners .There are snakes in and around campus and hence the contractor shall provide gum-boots and hand gloves to the workers / gardeners as protective measure.
41. The contractor shall be fully responsible for any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor .The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities
42. The contractor will be required to extend the benefit of Workmen compensation Insurance policy to all his workmen engaged for the said job. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor should maintain First Aid Kit at the site and ensure that all his workers are adequately trained in administering First Aid in case of Emergencies.

43. The contractor shall have to fulfil all the statutory requirements as per the provisions of law i.e. Contract labour Act, Minimum wages Act, and other related labour legislature, EPF & ESI Act etc. as amended from time to time, indemnify the Board of trustee from any claim in future or due to any breach of the statutory requirements. The Chief Engineer as a principal employer shall enforce the provision of these Acts. All statutory requirements shall be scrupulously followed, Non compliance in this regard, the bill will not be processed and may lead to necessary action as deemed fit.
44. Security Deposit will be refunded one month after satisfactory completion of the maintenance and after issue of completion certificate by the Chief Engineer
45. The Contractor should maintain and update all records of labour employed for this work and produce the same to the Chief Engineers authorized Representative regularly and any other Competent Authority as and when required..
- 1) Register of Wages in Form XVII
 - 2) Register of Workman Employed by the Contractor in form XII
 - 3) Any other records to be maintained under various act as applicable
 - 4) Material Register (stating all the items indicated in Annexure-II
 - 5) Site Instruction Book.
 - 6) Joint record/measurement register.
 - 7) Any other record as applicable under various act.
 - 8) Muster roll in form XVI
46. Joint measurement will be taken on every month 1st working day along with contractor/Authorized representative for the earlier month work executed by the contractor. If the contractor/Authorized representative not reported on the joint measurement day (1st working day of the month) the measurement will be taken & recorded by the departmental representatives and payment will be made accordingly and no claim shall be entertained on this.
47. The payment on monthly basis after due recoveries towards penalties /unsatisfactory works if any will be made within 20 days on submission of bill in triplicate based on joint measurements after satisfactory compliance of all the maintenance works in all respects as per the garden maintenance schedule, detailed in schedule of quantities and rates, scope and specifications of the entire work and as directed by the Horticulturist/ Chief Engineer or his authorized Representative and along with submission of proof /challan of payment of monthly ESI /EPF for all the deployed personnel at Port for the maintenance work .

48. Service tax will be paid extra on this annual maintenance contract as per circular issued by the commissioner of customs & central Exercise.
49. Income tax and other statutory levis as applicable from time to time including amount towards penalties shall be binding on the contractor and will be deducted from the bill.
50. Retention Money will be recovered through the bills at the rate of 10% of the amount certified in each bill, till an amount equivalent of 5% of the contract Price is accumulated.
51. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of his workers by 5th of the every month and there should be no linkage between this payment and settlement of the contractor's bill

52. Penalty up to Rs.500/- per month will be imposed for each of the following lapses

- a) Not attending any urgent nature works / non compliance of any instructions site orders within a stipulated period given by the Chief Engineer his authorized Representative.
- b) Non-watering/ partial watering of plants on any day.
- c) Unscrupulous cutting of trees/plants and allowing them die.
- d) Non disposal All rubbish like dry leaves as per relevant clause as Specified above
- e) Not providing of Uniform and rain protective gears to the workers / Gardeners within a week from commencement of work.
- f) Fail to provide and put on work one no. of working electrical /mechanical lawnmower within seven days of every two months of due period as per the schedule of lawn mowing or as Instructed by Horticulturist /Chief Engineer or his authorized Representative.
- g) Not supplying of garden earth, manure, fertilizers etc. in full quantities as per the Rate Schedule of items within three months of commencement of the work and then non maintenance of monthly stock of garden earth and manure at any time in a month .
- h) The Contractors failure to execute any of the item or activity of garden maintenance work as per schedule of quantities and rates ,schedule of garden /horticulture maintenance attached with tender and as instructed by the Chief Engineer or his authorized Representative in writing in time for compliance within the specified period
- i) Fail to deposit the PF & ESI and payment of minimum wages as per labour Act for all the deployed maintenance personnel at the garden site for any calendar month within the stipulated period.

53. Contract can be terminated if the Contractor:-

- a) During a contract period of one year, default of any one of the above clause no .52 point from "a" to "i" in three times and also if total recovery towards deployment of less manpower than minimum specified and on account of penalty is more than 25% of the tender value than the garden maintenance work will be treated as non-satisfactory performance of the contractor and as a penalty maintenance contract will be terminated by giving a month's notice with forfeiting 100% of the security deposit (SD) for the entire contract
 - b) If it is observed at any stage that the quality of the work is not satisfactory, the contract /work order as a whole may be terminated and security deposit forfeited.
 - c) Has without reasonable cause suspend the progress of the work and if failed to deploy 100% of the minimum manpower as detailed at sr. no 24 above and as per schedule of quantities and rates at the maintenance site for not more than 3 days in a calendar month or has failed to proceed with the work so that in the opinion of the Chief Engineer (which shall be final and binding) that he will be unable to secure completion of the work by date for completion and continues to do so after notice in writing in fourteen days from the Chief Engineer or his authorized Representative .
 - d) Persistently neglects to carryout his obligation under the contract and /or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 14days after a notice in writing is given to him in that behalf by the Chief Engineer or his authorized. Representative, or
 - e) In the event of instances of gross misbehavior, theft ,burglary ,moral turpitude, misuse of Port property by the contractor or by his any worker or agent, Board of Trusty /Chief Engineer may forthwith terminate the contract summarily without any previous Notice to contractor and contractor shall have no claim whatsoever against Board of trustee or any of its officers in consequences of such termination.
54. Immediately on the termination or expiry of this contract ,the contractor and his employee and agents shall peacefully vacate from the premises and ensure that no such person shall create any disruption /hindrance . He shall handover along with the garden inventory to the Chief Engineers Representative and shall remove all its stores etc.
55. The additional special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing instructions to tenderers, General Conditions, Special conditions and General Specifications forms an integral part of the tender document and the same shall be submitted along with the Volume-I of the tender documents all duly signed by the tenderer.

SUPDTG. ENGINEER (HL)

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO: CE/30 /2016**

Name of work : Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-18)

A-SCOPE OF WORK

- 1). Maintenance and upkeep of entire garden and other areas at Port Guesthouse premises comprising of existing lawn, trees, hedges, shrubs, potted plants, flower beds, coconuts, ground covers, palms, Nursery ,landscaped other open areas including terraces and roofs, spread in 12160 sqmts, including maintenance of any other additions to the garden/lawn/plants etc. by deploying sufficient but not less than the minimum specified daily manpower without any extra coat & by carrying out following preventive regular as well as seasonal garden maintenance /horticulture activities like regular watering, weeding, sweeping and cleaning, mowing of lawns, top dressing of lawn, manuring and fertilizations, pruning and trimming of trees, shrubs ,creepers etc.re-potting of potted plants, loosening, mulching and adding good soil mixed with cow dung manure, application of pesticides and insecticides ..etc. as per the garden maintenance schedule issued by the approved qualified horticulturist and as directed by the horticulturist /Chief Engineer or his authorize representative . All labours equipments ,tools and plants, materials etc. complete.
- 2) Supply & stacking of good quality red garden earth free from stones etc.complete.
- 3) Supply & stacking of well decomposed dry farm yard cow dung manure etc. complete.
- 4) Supply of materials like Fertilizers, pesticides and fish food. All labour, tools, royalty and carriage with all leads and lifts and plants etc. complete.
- 5) Engaging the services of a qualified & authorized Horticulturist to garden at the commencement of the work and at every six month thereof including submission of report regarding defects and its remedy in writing..etc complete
- 6) Supplying of labour with necessary tools etc. as and when demand/requisite by department for 8 hrs./ day for maintenance work other than routine garden maintenance work .etc complete
- 7) Removing & disposing the "BEE HIVE" or any other insects etc.complete
- 8) Supply of portable water in water tankers during Port area water shortage and as and when instructed by Chief Engineer or his authorized representative for the Gardens .etc . complete.

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO.CE/30/2016

Name of work : Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)

B.SPECIFICATION OF WORKS

1.GENERAL: The work shall consist of maintenance of the existing established garden and other areas at Port Guesthouse Premises comprises of maintenance of flower beds hedges groundcovers, potted plants, including fruit bearing trees ,coconuts ,nursery, and civil works associated with horticulture – fountains ,sitting benches ,statues etc. by watering ,hoeing, manuring, mowing, weeding rolling ,sweeping and remodeling the existing garden, maintaining cleanliness of road, pathways pavements, structures terraces, roofs etc. as per schedule of quantities, specifications, schedule of garden/horticulture maintenance, additional general conditions, and as instructed by the Horticulturist/Chief Engineer or his authorized Representative in time to time. The contractor shall provide and maintained all tools, Lawn mowers, hosepipes sprayers, sprinklers, dusters, rollers, other accessories and any other tools equipments etc. required for satisfactory maintenance of the garden by daily deploying sufficient but not less than minimum specified garden staff on work. Over and above the minimum number of work force required as stated above, the contractor may engage additional work force as and when required to meet job requirements mentioned in the terms and conditions of the agreement for which no extra payment will be made to the contractor . The contractor will be provided with open space at the site of work for storage of tools ,equipments etc. and has to make his own security arrangements for storing the same.

2.WATERING:- Watering garden, lawn ,potted plants, hedges ,flower& vegetable beds, shrubs, saplings, trees daily (except on rainy days) preferably in the morning before 11.00 hrs. and in the evening after 3.00 P.M.& and not in the hot sun to avoid heavy transpiration with hosepipes, sprinklers, in different areas ,in and out of the premises. Water has to be pumped by operating motor through sump at Port Guesthouse as well as from bore well within the premises. .Waterline with suitable outlet for watering the garden are provided to cover all areas. The water shall be made available free of cost at the above outlets. Contractor shall also supply water through tankers fitted with motors & sprinklers/hosepipe etc. at the quoted rates during the water shortage and as directed by the Chief Engineer or his authorized Representative. The contractor shall also arrange for storage tanks to store water without any extra cost. and draw water for watering of lawn, plants, trees, hedges, flowerbeds, shrubberies, potted plants etc. on regular basis at places where garden water supply outlets are not provided ,the contractor shall make his own arrangements to carry water to required sites with hosepipes /tanks etc, at his own cost.

3) MAINTENANCE OF LAWNS AREAS APPROX. -2400 SQMTS.

- a) Daily watering the lawns/garden before 11.00 am and after 3.00 pm through adjustable sprinkler system covering small as well as larger area of garden as required or by operating existing sprinkler system . or by portable sprinklers to be arranged by the contractor without any extra cost .
- b) Daily cleaning and removing dry leaves from the garden/lawns,
- c) Protection against and control of insects, pests and diseases by spraying insecticides, fungicides etc. once in six month or on need base.
- d) Weeding and Mowing of lawns by using Mechanical Lawn Mower regularly (not exceeding two months) to maintain the grass height not exceeding two inches from ground, so as not to allow grass to grow wild.
- e) Trimming and replacing spoiled patches of lawns with fresh existing grass of same nature
- f) The existing lawn shall be scrapped and forked as required and shall be top dressed with 20-25mm thick layer of cow dung manure and good earth mixture in a ratio of 1:3 at least once in year in the month of may/june and or as directed .

4) MAINTENANCE OF TREES ,PLANTS ,CREEPERS AND SHRUBS

- a) The minimum area of 2 to 2.5 ft . around the small tree and 3 to 3.5 ft. for big tree shall be kept free from all kind of weeds.
- b) The plants shall be watered regularly as required and as directed by Horticulturist /Chief Engineer or his authorized representative
- c) The dry and fallen leaves of trees will be collected ,cleaned and disposed off as per specification stated below.
- d) Light pruning ,trimming ,thinning etc of hedges ,shrubs ,creepers etc. (not exceeding 30 days) to maintain the required height from ground, so as not to allow hedges shrubs to grow wild .
- e) Hoeing operation of shrubs & hedge plants twice a year to loosen the soil near the plants ,removing weeds and dressing up in required slope and making basins .
- f) Proper maintenance of shape of plants ,trees to be kept after pruning and removal of unwanted branches of shrubs
- g) Spraying of chemical ,application of manure etc. will be done from time to time as per requirements and direction of horticulturist .
- h) Gap filling and new plantation of tree, shrubs, creepers will be done by the contractor without any extra cost as per direction of horticulturist. The necessary plants, trees, shrubs , creepers etc . will be supplied by the department .
- i) The complete area where the trees , shrubs and creepers are planted in open field shall be kept free from weeds and disease throughout the period .
- j) Lifting of fallen trees, branches and twigs (dead, dried and de generated) etc. and storage will be done as per the direction of horticulturist /
- k) Propagation of annual /biennial /perennial plants under the supervision and guidelines of horticulturist .
- l) Trimming of tree branches within the premises twice in a year as required as per instructions of Chief Engineer or his authorize Representative .

5) MAINTENANCE OF HEDGES /EDGES

- a)Hedges cutting shall be shall be required once in two month in proper height and shape.
- b)The hedges shall be free from disease and unwanted obnoxious weeds for plants.
- c)Clearing of weeds around the hedges plant shall be done regularly as required and as directed by the horticulture In charge.
- d)Gap filling with same available species will be done by he contractor.
- e)The hedges plants shall be regularly manure with well decomposed cow dung or another chemical fertilizers as required and as directed by the
- f)Irrigation will be required once or twice in a week (excluding rainy seasons per availability of water.
- g) After pruning of hedges ,the pruned materials shall be collected by the contractor and disposed off at specified locations as specified
- h) It will be the responsibility of the contractor to ensure proper maintenance of roads and adjoining areas free from grass and other waste materials .

6. MAINTENANCE OF FLOWER, FOLIAGE, ROSE AND CANNAS BEDS.

- (a) The contractor will maintain beds of flowers, rose, cannas and other Gulmohar plant, etc. including preparation of beds, grafting of plants, rose plants beds annual seed with the help of using chemical fertilizers, manures, cow-dung watering, weeding, thinning, spraying of insecticide etc .as per direction of the horticulture /Chief Engineer or his authorized representative .
- (b) The contractor will ensure that maximum healthy flowers are available throughout the year in these beds.
- (c) The quantity of cow dung manure to be used shall be 2.5 to 3 cum / 100 Sqm. Of flower and rose beds area / year in the month of September – October or as per the direction of the horticulture /Chief Engineer or his authorized representative .
- (d) The Flowers beds will be changed / replanted every year as per the direction of horticulture /Chief Engineer or his authorized representative. The flower plants shall be provided by the department.

7. UNWANTED GRASS AND JUNGLE.

(a) Clearing & cutting of grass and jungle covered boundary wall Park area in the guest house premises once in six month i.e. June & December.

(b) After clearing and cutting grass /jungle shall be collected by the contractor and disposed off at specified locations as directed horticulture /Chief Engineer or his authorized representative .

8 MAINTENANCE OF POTTED PLANTS: Total Qty 50 Nos

(a) Every alternate day watering plants inside and outside the guesthouse buildings

(b) Monthly weeding, and cleaning of dry leaves, pruning and light digging of soil.

(c) Quarterly application of manures and fertilizers, spraying of insecticides and pesticides, (iii) Weekly rotation of plants inside and outside the buildings and positioning rest of the potted plants at plant yard.

(d) The pots & plants will be supplied by the department , The planting would be the responsibility of the service provider.

(e) Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure.

9.PREPARATION AND MAINTENANCE OFNURSERY/ NEW PLANTS.-

Propagation of plants by cutting suckers layers etc. from the existing plants in the garden in plastic bags of UV. Resistance to be supplied by the Department and then maintenance during the period of contract or till they are utilized.(soil and manure to be taken from item No 2&3). All as directed by horticulturist / the Chief Engineer or his authorized Representative.

10.DISPOSAL:-

All rubbish generated from lawn and garden like dry leaves ,grass..etc. and other decomposable waste shall be put in compost pit and covered with garden earth on daily basis . The excess unwanted waste, dried leaves, mowed grass etc. to be put in the pit and put garden earth above it to form a compost or may be burnt once in a week if permitted only in the presence and at the direction of an Chief Engineers Representative , at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the occupants or Public in the surroundings. Extra rubbish including tree branches , excavated material to be disposed off on monthly basis by transporting the same at places pointed out by the Chief Engineer or his authorized Representative within a lead of 3KMS. etc. complete.

11. NUMBER OF WORKERS:-

The Contractor shall deploy sufficient qualified & experienced garden staff along with garden tools ,tackles ,hosepipes etc. per day between 8.00am to 12.00pm and 2.00pm to 6.00 pm. on all the days not less than minimum of 04(four) includes 01 no. of supervisor(mali),03nos. mazdoor(gardening) and on any particular day of the week excluding Sundays and specified holidays. In case of absence of any staff he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements incase of their weekly off. Over and above the minimum number of work force required as stated above, the contractor may engage additional work force as and when required to meet our job requirements mentioned in the terms and conditions of the Agreement for which no extra payment will be made to the contractor. However, in case number of work force deployed is less than what has been prescribed above in any day and thereby failed to maintain monthly target of minimum staff to be deployed recovery as per relevant clause will be made . However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations. The supervisor/sr. mali should have middle school qualification and experience in garden from recognized Nursery or Govt. organization. Additional labour force with required tools as per item No.6 for attending the work other than the routine garden maintenance as above but for of urgent removal, clearing and disposal of fallen tree by cutting and transporting as and when need arises ,plucking of coconuts and other fruits once a year ,Pruning /cutting of tree branches at height ,removal of parasites ..etc from banyan ,pimpal and other big jungle trees once a year, weeding out and cleaning work of adjoining and other Port area garden /gorund and other maintenance work instructed in time to time by Horticulturist /Chief Engineer or his authorized representative

Note:- All the Activities of garden maintenance /horticulture work may be attended as per the schedule of garden maintenance /horticulture work as per the schedule prepared and submitted by the Contractor in consultation and as directed by the approved Horticulturist/Chief Engineer or his authorized Representative.

SUPDTG.ENGINEER (HL)

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO: CE/30/2016**

Name of work : Maintenance and upkeep of garden,lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-2018)

Horticulture services included in the contract has to be put in the following schedule (Format) and submitted by the contractor.

SCHEDULE FOR GARDEN/ HORTICULTURE MAINTENANCE WORKS

Sr. No	Item of work	Activities Nos./Qty /Frequency Required	Nos./Qty/Frequency to be actually done Remarks											
			Feb	Mar	Apr	May	Jun	July	Aug	Oct	Nov	Dec	jan	
1	Sweeping and cleaning of Areas of road, parking , pathways, garden drains and water fountains ,statues ,benches..etc	Daily twice in the morning and evening												
2	Maintenance of lawn	Watering/irrigation	Once in two days											
		Mowing ,trimming Cutting the edges	Bimonthly											
		Deweeding	Once in month As & when required											
		Gap filling	May /June As& when required											
		Shaving off/,loosening, scrapping /forking and topping with good soil & manure	Once a year May/June											
		Application of Fertilization	Once in year Oct-Nov As& when required											
		Spraying/applying with eco-friendly insecticide	Once in six months May –june ,Oct-Nov As& when required											



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

TENDER NO. CE/30 /2016

Name of Work: Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises, Headland, Sada for a period of two years (2016-18)

**DIRECTIONS TO TENDERER FOR FILLING
THE SCHEDULE OF QUANTITIES & RATES.**

1. Tenderer is required to fill in their percentage rate at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
2. The Percentage Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule should be noted and the percentage rate worked out carefully, having regard to the specifications before submitting the tender, as no variation in rates etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. The percentage rate, above or below the Schedule/Estimated rate, indicated at the end of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.
4. Tenderer are requested to note that though the contract is for Percentage rate, they are required to add or deduct the amount due to this percentage, as the case may be and work out the final figures (amount of their tenders), at the end of the Schedule of Quantities & Rates.
5. The Percentage Rate should be legibly written in figures as well as in words, in the space provided for, Erasures or corrections in figures or in words, without Tenderer initials, will render the tender liable for rejection.

SUPDT.ENGINEER (HL)

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO: CE /30 /2016**

Name of work : Maintenance and upkeep of garden, lawn and landscaped and other areas at Port Guest House premises , Headland, Sada for a period of two years (2016-18)

SCHEDULE OF QUANTITIES AND RATES

Sr. No	Description of work	Appro x Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5.	6.
	Maintenance and upkeep of entire garden and other areas at Port Guesthouse premises comprising of existing lawn , trees, hedges ,shrubs ,potted plants, flower beds ,coconuts , ground covers ,palms , Nursery ,landscaped and other open areas spread in 12160 sq.mts, including maintenance of any other additions to the garden/lawn/plants etc. including horticulture work on all days (excluding Sundays and specified Holidays) by deploying adequate but not less than the minimum specified fulltime experienced and skilled garden staff without any extra cost and by carrying out the following horticulture maintenance activities like mowing the lawns, putting fertilizer, manure ,pesticides & good soil ,regular watering of plants, trees flower bed /grass bed/hedges, lawn etc. ,by pipes and sprinklers, weeding out ,cleaning, preparation of flower beds ,planting of seasonal plants as directed and replacement of perennial plants shrubs, trees, ground covers ,replacing spoiled patches of lawns ,hedges with fresh available lawn grass, plants and shrubs through nursery maintenance and as directed or supplied free of cost by the department, repotting of plants periodically etc. as per the garden/horticulture maintenance schedule or as directed by				

	horticulturist/ Chief Engineer or his authorize representative including daily sweeping and cleaning of roads, pathways inside and outside area between front side compound wall and road , cleaning of roof slab of Main Block, VIP Suite Blocks, Dormitory Blocks, keeping whole premises in excellent condition , & removing the root portion and pruning of tree branches light garden sweeping & removal of fallen dry leaves in the garden area, and Collection & disposal of swept materials & clearing the same from the site and transporting to the place pointed as directed and disposal of the same in a eco-friendly manner as directed by the officer-in-charge beyond a lead of 3kms. All tools and plants, labour and materials etc, complete. Approx. areas (a)Lawn-2400sq.m (b)Road,pathways,parking-2910sqmts (c) Tennis court -1000sqmts (d) Mix Garden area comprising -As per Existing trees, hedges ,shrubs..etc- 4200.00sqmts. e) Terrace area 1650 sqmts Note: i)Minimum number of garden staff to be engaged per day is : 1)Mali cum Supervisor :-1 No. 2)Mazdoor:-3 Nos. (1no. Male Mazdoor and 2 nos. female Mazdoor)	24.00	Month	36293.00	871032.00
2.	Supply & stacking of good quality red garden earth free from stones,roots,pebbles and other foreign materials etc. at site at places pointed out including royalty and carriage with all leads and lifts. spreading as and when required to the plants/trees .etc. as directed by the Horticulturist /Chief Engineers Representative. All tools and plants, labour and materials etc, complete. Note: Garden earth measured in trucks will be reduced by 20% for the purpose of payment.	10.00	Cum	1000.00	10000.00

3	Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish .etc. at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the plants/trees..etc as directed by the Horticulturist/ Chief Engineers Representative. All tools, plants ,labour and materials etc. complete. Note: cow dung measured in trucks will be reduced by 8% for the purpose of payment	10.00	Cum	900.00	9000.00
4	Supply and application of following materials of approved quality at the places pointed out and as directed by Chief Engineers Representative.. All tools , plants ,labour and materials ,royalty and carriage with all leads and lifts etc. complete. Note: The contractor have to submit supply challans duly acknowledged by the Engineer In charge for the purpose of payment.				
A	Organic manure	100.00	Kg	15.00	1500.00
B	Urea	100.00	Kg	8.00	800.00
C	Neem cake / powder	100.00	Kg	20.00	2000.00
D	Bone mix	50.00	Kg	15.00	750.00
E	Phorate/thimate	10.00	Kg	92.00	920.00
F	Pesticide solution	10.00	Ltr.	560.00	5600.00
G	River sand	6.00	Cum	1100.00	6600.00
5	Engaging the services of a qualified & authorized Horticulturist to garden at the commencement of the work and then at every six months including submission of report regarding defects and its remedy in writing and to indicate performance/ deficiencies observed in the performance in growth / flowering/ yield of fruits, etc. of various flowering & non-flowering plants/ trees/ lawns, creepers, etc., providing garden maintenance schedule .All tools, plants, labour materials, transport etc. complete.	4.00	Each	1200.00	4800.00

6	Supplying of labour with necessary tools like powdas, gamellas, pruner.. etc as and when directed for 8 hrs./ day as and when instructed by Chief Engineer or his representative for garden related as well as other civil works like ground cleaning ,fallen tree cutting and clearing, plucking of coconuts ,mangoes, making pits ,Veg beds weeding out in adjoining areas ,housekeeping, shifting of furniture's ,loading unloading, store collections and another seasonal works as directed in advance anywhere in Port areas etc.,including all tools plants, labour, materials etc. complete.	15.00	Nos	400.00	6000.00
7	Removing & disposing the "BEE HIVE" or any other insects of any size as and when instructed within the given time from the tree / building. All tools, plants, labour & materials etc. complete.	5.00	Nos	500.00	2500.00
8	Supply of potable water in water tankers for the Gardens having necessary accessories such pipe, water pump for discharge of water from tankers up to a min. length of 75 mts. All tools, plants labour, materials, etc. complete.	40.00	Cum	145.00	5800.00

Total :Rs.927302.00

TOTAL AMOUNT OF TENDER INCLUSIVE OF ALL

TAXES: (GT&ST)BUT EXECLUDING SERVICE TAX= Rs.9,27,302.00

ADD _____ % (IN FIGURES)

IN WORDS _____

OVER THE ABOVE TOTAL AMOUNT i.e. Rs. _____

OR

DEDUCT _____ % (IN FIGURES)

IN WORDS _____

FROM THE ABOVE TOTAL AMOUNT i.e. Rs. _____

TOTAL QUOTED TENDER AMOUNT INCLUSIVE OF ALL TAXES BUT
EXCLUDING SERVICE TAX IN FIGURES-----IN
WORDS _____

NAME AND ADDRESS OF TENDERER :-

SIGNATURE OF TENDERER

Date : _____

Place: _____

NOTE: TENDERER SHOULD SCORE OUT EITHER “ADD” OR “DEDUCT”
AS THE CASE MAY BE

Form of Performance guarantee / Bank guarantee bond.

In consideration of the Board of Trustees of Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between Board and(hereinafter called "the said contractor(s)" for the work.....(hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs.....(Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We.....(hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank)
Pay to the Board an amount not exceeding Rs.....(Rupees.....only)
on demand by the Board.
2. Wedo hereby undertake to pay the amounts due and payable(indicate the name of the Bank)under this Guarantee without any demur, merely on a demand from the Board stating the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).
3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under, and the Contractor(s) shall have no claim against us for making such payment.
4. We..... further agree that the Guarantee herein contained shall(indicate the name of the Bank) remain in full force and effect during the period that

would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Engineer-in-charge on behalf of the Board, it certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.

5. We..... further agree with the Board that the Board (indicate the name of the Bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers excisable by the Board against the said contractor(s), and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.
8. This Guarantee shall be valid up tounless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to
Rs.....(Rupees.....
.....), and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.
Dated the.....day
of.....for
(indicate the name of the Bank)

	<u>VENDOR REGISTRATION FORM</u>		
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.	Service Tax Registration Number	:	
14.	Service Tax Registration Code	:	
15.	CST Registration Number	:	
16.	Employee Provident Fund (EPF) Registration Number	:	
17.	Employee State Insurance Scheme (ESIS) Registration Number	:	
18.	IFSC Code	:	