



AN ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST

इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NOTICE

QUOTATION NO. CE/Q- 05 /2018

Sealed percentage rate quotations are invited from contractors registered as well as unregistered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of “**Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019**”

Earnest Money Deposit	: Rs. 8600/-
Estimated cost of work	: Rs.4,29,000/-
Time limit of completion	: One year .

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **16/02/2018** to **28/02/2018** on payment of **Rs. 500/- (Rupees Five Hundred Only)**. Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port Trust will be considered as part of Quotation Form. The interested firms may alternatively download the quotation from the Mormugao Port Trust web site <http://www.mptgoa.com>

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. Bidder should comply with all regulations of EPF, ESI, etc. No bill will be forwarded if the above regulations are not followed.

Quotation shall be accompanied by Earnest Money Deposit of Rs. 8600/-either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Quotation without Earnest Money Deposit in the stipulated form will not be considered.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by 15.00 hours on **28/02/2018** and they will be opened at 15.30 hours on the same day in the presence of such quoters as may wish to be present.

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

मुख्य अभियंता  
CHIEF ENGINEER

Headland Sada.

Date :-



AN ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST

इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

**QUOTATION NO – CE/Q- 05 /2018**

**Name of work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

Particulars

Clause of G.C.

1.	Amount of initial security and time.	11(1)	EMD to be converted as security deposit ,one month after satisfactory completion of the contract
2	Period for commencement from the chief engineer's order to commence.	38	03 days
3	Time of completion	40	One year
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 contract
5	Free maintenance period.	45(1)	Nil
6	Percentage of retention money from each running account bill.	54(1)	10% of the contract value to be retained from the running bills and to release one month after satisfactory completion of the contract.
	Total initial security deposit and Retention Money.	11(1) 54(1)	EMD +10% value of the contract
9	Minimum amount of Interim certificate.	54(1)	1,00000/-

---

SIGNATURE OF THE QUOTER



An ISO 9001:2015 PORT

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**

**इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT**

**QUOTATION NO – CE/Q-05 /2018**

**Name of work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

**ADDITIONAL INSTRUCTIONS TO TENDERERS**

1. The work shall be carried out without disturbing the operation of Port or other agencies working in the area.
2. All materials bought for use shall be stored properly in a store room, to be built by contractor at his cost. Register of account of materials be maintained at site.
3. 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 structures, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
4. 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.
5. 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 as per site conditions. 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.
6. Rates and Prices to be inclusive.  
The percentage rates stated 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 Income tax, etc. if any, but excluding Goods and Service tax for compliance with conditions of contract and specification. GST will be paid extra as applicable along with the bills.
- 6a. Goods & Service Tax Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration certificate along with the tender. GST has to be claimed extra as applicable while submitting the bills.

7. Time is the essence of contract and the entire work should be completed within a period of one year as specified in the Schedule.
8. The Bidder's supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
- 9...After completion of work the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
10. The material procured for this work, shall be initially approved by the Engineer-In-Charge and the Chief Engineer by producing a sample of the material to be employed in the item of work. All catalogues, specifications may be provided for obtaining the approval of competent authority.
11. Contractor shall submit the following information in order to refund the EMD/ Retention Money/ Bank Guarantee/ Security deposit and payment of bills, etc.
  - a) Name of the Bank and Branch
  - b) Account Number
  - c) Type of Account
  - d) Permanent Account Number (PAN), ESI and EPF Numbers.
12. Bidder should comply with all regulations of EPF, ESI, ALC, etc. No bill will be forwarded if the above regulations are not followed.
- 13..A sample of each material to be used in the work has to be presented for approval. Period of the work is inclusive of the days for producing the sample and obtaining approval, which has to be followed up by the Contractor accordingly.
14. In case the bidder desires to quote more or below 15% (Fifteen percent only) than the estimated cost of work put to tender, it shall be supported by the rate analysis for any or all the items of work on demand.
15. Any damage to the property caused during the execution of work shall be made good or compensated by the contractor. The special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing the instructions of Tenders, the General conditions, special conditions and Specifications forms an integral part of the tender document.
16. Security Deposit which is EMD plus 10 % Retention Money (deducted from the bills) shall be refunded to the contractor only after successful completion period plus one month .
17. The contractor shall quote the prices exclusive of GST. Applicable GST shall be paid on the quoted price.
18. 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.
19. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.

20. 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.

**21. Penalty for non-satisfactory works**

The contractor shall not be entitled for payment on the day for particular unit when the cleaning operation have not been carried out satisfactorily at any specific unit (i.e. WC, Wash basins, Urinals etc.) or part thereof and such occasion, MPT shall be free to recover double the quoted amount for that particular day per unit as mentioned in the specifications.

Minimum two sanitary sweepers to be deployed. At secluded places (like HOD's Enclave, MRH-I and Bachelor's Qtrs., vocational centre and central Record Room) minimum two sanitary sweepers to be deployed in case Female sanitary sweepers are deployed. For absence of sanitary sweeper, deduction @ Rs. 200/- per day on that particular day will be implemented. In case if it is observed that two Female sanitary sweepers are not deployed in secluded places. Contractor shall be held responsible for any untoward incident happening on account of deploying single female sanitary sweeper at secluded places.

Contractor should ensure that daily report regarding the work done in MRH-I is to be acknowledged by the departmental supervisory staff posted at the above location.

If continuous cleaning is not done for three consecutive days, then action deemed fit will be initiated by the department.

Purchase bills/challans of material for minimum stock shall be maintained by the contractor.

22. The contractor shall maintain the entrances of the toilets including dado portion of the toilets/bathrooms in clean & hygienic condition by washing with detergent daily including removal of cobwebs.

23. Price shall be inclusive of cleaning (washing if required) entire entrance portion and corridor of all the three bachelor accommodations including staircase portion as and when instructed.

24. 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 accident to the Chief Engineer or his Representative. The contractor shall also report such accidents to the concerned constituted authorities.

25. The contractor shall, at all times, take all reasonable precautions to prevent and property in the neighbourhood of the works against the same. any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons

SUPERINTENDING ENGINEER



An ISO 9001:2015 PORT

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT**

**TENDER NO: CE/Q- 05 /2018**

**Name of Work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

**SCOPE OF WORK**

Following works are required to be executed on daily basis on all working including Sundays and holidays if required.

1. Deployment of adequate number of Sanitary Sweepers.
2. Cleaning and up keeping of toilets, bathroom, urinals, wash basins, and wash places, drinking water places and points etc. once in a day.
3. Cleaning of toilets should be done once a day within 7.45-13.00 hrs. & 14.00-17.00 hrs. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dado with detergent powder like Vim, Biz, harpic, phenol, removal of stains using Hydrochloric Acid, placing minimum 3 nos. of naphthalene balls in urinal basin and 1 (One) No. in wash basin etc
4. Providing safety equipments like Gum boots, Gloves to all the workers etc. are to be strictly complied with.
5. Necessary supervision from contractors end to be arranged along with submitting the daily reports to the Section Office.

**SUPERINTENDING ENGINEER**



An ISO 9001:2015 PORT

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT**

**Tender No.CE/Q-05/2018**

**Name of Work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

**SCHEDULE OF QUANTITIES & RATES**

Item No.	ITEM	QTY	RATE	PER	AMOUNT Rs. ps
1	<p>Cleaning and up keeping of toilets, bathrooms, urinals, wash basins, wash places, drinking water points, etc. in good hygienic condition once in a day during Port working days for below mentioned units at Headland using detergent, phenyl and cleansing liquid like Harpic, Sani fresh, Biz, Dettol, placing of Naphthalene balls, etc. including removal of cobwebs, cleaning of floors and keeping he approaches to toilets in a clean and hygienic condition and cleaning of the inside dust bins of the Civil maintenance office only at Headland. All labours, materials, tools and plant, etc. complete. Contractor has to submit the daily report countersigned by appropriate occupant/office bearer representative to the site office everyday.</p> <p><b>Note:</b> i.Minimum two sanitary sweepers on all the days except Sundays holidays) ii)Approximate qty to be used for 2 months: 1)Coconutbrooms-21nos, 2)Toiletbrush-10nos, 3)Acid-34Liters 4)Phenyl-53Liters 5)Naphthaleneballs-7.5Kg 6) Harpic-500ml bottle-15nos</p>				
a	Civil Maintenance office (i/s) unit	300	DAY	65/-	19500/-
b	Civil Maintenance office (o/s) unit	300	DAY	65/-	19500/-
C	Bachelors Quarters-I unit	300	DAY	65/-	19500/-

d	Bachelors Quarters-II unit	300	DAY	65/-	19500/-
e	Bachelors Quarters -III unit	300	DAY	65/-	19500/-
f	Canteen unit	300	DAY	65/-	19500/-
g	Post office unit	300	DAY	65/-	19500/-
h	Consumer society unit	300	DAY	65/-	19500/-
i	Elect. Maint. Office unit	300	DAY	65/-	19500/-
j	Vocational centre unit	300	DAY	65/-	19500/-
k	Signal Station unit	300	DAY	65/-	19500/-
l	Central Record room unit	300	DAY	65/-	19500/-
m	HOD No 1 Unit	300	DAY	65/-	19500/-
n	HOD No 2 Unit	300	DAY	65/-	19500/-
o	HOD No 3 Unit	300	DAY	65/-	19500/-
p	HOD No 4 Unit	300	DAY	65/-	19500/-
q	HOD No 5 Unit	300	DAY	65/-	19500/-
r	HOD No 6 Unit	300	DAY	65/-	19500/-
s	HOD No 7 Unit	300	DAY	65/-	19500/-
t	HOD No 8 Unit	300	DAY	65/-	19500/-
u	MRH-I (i/s) Unit	300	DAY	65/-	19500/-
v	MRH-I (o/s) Unit	300	DAY	65/-	19500/-
				Total	4,29,000/-

**Total: (A) Rs. 4,29,000.00**

Total amount in words (Rupees Four lakhs Nine thousand and Five hundred only).

**Note:** 1.Please refer clause No. 21 a, b & c of “Additional instructions to Tenderers” for penalty.

**Note:** 2.For recovery and penalty please refer clause No. 79 of Additional General Condition of contract of this Tender.



**QUOTATION NO. CE/Q- 05 /2018**

**Name of work:** "Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019"

TOTAL AMOUNT OF TENDER excluding GST ----- "A" = **Rs. 4,29,000.00**

1. \***ADD** \_\_\_\_\_ % (IN FIGURES)

In words \_\_\_\_\_

Over the above amount at "A" i.e. ----- Rs. \_\_\_\_\_

OR

2. \***DEDUCT** \_\_\_\_\_ % (IN FIGURES)

In words \_\_\_\_\_

Over the above amount at "A" i.e. ----- Rs \_\_\_\_\_

TOTAL QUOTED TENDER AMOUNT (IN FIGURES) □. Rs \_\_\_\_\_

Total quoted tender amount inclusive of all taxes in words –

Rupees \_\_\_\_\_  
\_\_\_\_\_ Only.

QUOTER'S SHOULD SCORE OUT EITHER "ADD" OR "DEDUCT" AS THE CASE MAY BE"

**NOTES:**

1. Quoter's should score either "ADD "or "DEDUCT" as the case may be.
2. Quoter's are advised in their own interest to inspect the site before tendering.
3. The quantities given above in the schedule of Quantities and Rates are approximate and are furnished for the guidance of the tenderers.
4. Score out whichever is not applicable

Witness's: \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

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

Tenderer's: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

**QUOTATION NO. CE/Q- 05 /2018**

**Name of Work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

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

**QUOTATION NO. CE/Q- 05 /2018**

**Name of Work:** “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2018-2019”

**PROFORMA FOR GST DETAILS**

<b>Sr No</b>	<b>Particular</b>	<b>Mormugao Port Trust</b>	<b>Data Required</b>
1	Customer Name as per GST Registration Certificate	Mormugao Port Trust	
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	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	<a href="mailto:facao@mptgoa.com">facao@mptgoa.com</a> <a href="mailto:anant.chodnekar@mptgoa.com">anant.chodnekar@mptgoa.com</a>	

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

Place

Date

Signature

(Name: \_\_\_\_\_ )