



An ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST

इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

TENDER NO CE/06/2018

TENDER NOTICE NO. CE/ N- 06/2018

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 AXEN(Accounts)

B.1. Name of work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of
pathway along the compound wall on south east side of A.O. Bldg. for a
period of two years 2018-2020."

2. Cost of each set of Tender Documents : Rs. 500/-
3. Date and Issue of Tender Documents : From: 06/03/2018 to 20/03/2018
4. Date of receipt of tender and time : 21/03/2018 15.00hrs.
5. Amount of E.M.D. : Rs.17,000/-
6. Date of opening of tender and time : On 21/03/2018 15.30hrs.
7. a) Whether E.M.D. received : Yes/No.
b) if so, in which shape : D.D.
8. Form of contract : Percentage rate
9. Whether rates have been quoted in both : Yes/No.
the tenders in words and figures.

10. Total No. of Tenders received for the work:

AXEN (Accts)

SUPDTG. ENGINEER (HL)



An ISO 9001:2015 PORT

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

TENDER NO CE/06/2018
Tender Notice No : CE/N-06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

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 tenderers for filling Schedule of Quantities & Rates
8. Schedule of Quantities & Rates
9. Form of Bank Guarantee for Security Deposit.
10. Vender Registration form

SUPDTG. ENGINEER (HL)
MORMUGAO PORT TRUST

MORMUGAO PORT TRUST
Headland Sada
Mormugao -403 804.



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

TENDER NO CE/06/2018

Tender Notice No :CE/N-06/2018

1. Sealed percentage rate tenders in Single Cover System are invited from Contractors registered with Engineering Civil Department (M.P.T.)

Sr. No	Name of work	Cost of tender document (non-refundable)	Sale of tender documents From/To
	Estimated cost of work put to tender & Class of Registration	Earnest Money Deposit	Date of opening Of tender
1.	“Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020.”	Rs.500/-	06/03/2018 to 20/03/2018
	Rs.8,26,694.00	Rs. 17,000/-	21/03/2018 at 15.30hrs.
	Class ‘D’ and above		

2. The tender set consisting of the Tender Notice, Additional Instructions to Tenderers, 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.500/- which sum will not be refunded. Tender document is also available on MPT website www.mptgoa.com. The bidders downloading the tender and submitting, has to submit original cash receipt from cash section of FA &CAO/MPT or DD towards tender fee along with the tender. The Demand draft shall be in favour of FA &CAO/MPT.
3. Tender documents will not be sent by Post or Courier Service.
- 4(a). The Earnest Money should be lodged in the form of Demand Draft or Bankers Pay Order in the name of the F.A.& C.A.O./MPT from any Nationalized Bank/Scheduled Bank within the limits of State of Goa.

- (b) The EMD and the Tender Document should be put in separate sealed envelope and both the envelopes should be placed in a third envelope properly sealed. The inner envelopes should be separately marked as 'EMD' and 'Tender' as the case may be. The outer envelope shall bear the identifications like:

Tender No.

Name of Work

Bidder Name and Address and

Due date and time of bid opening.

If the envelopes are not sealed properly, MPT will assume no responsibility for the misplacement or primitive opening of the bids submitted.

- (c) Bids if not accompanied with requisite EMD by the parties as indicated at (a) above and in the manner described at 4(a) and 4(b) above, shall be treated as invalid and shall not be opened.
5. Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders.
 6. 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.
 7. Counter conditions stipulated in completion period by Contractor will not be considered. Tenders with counter condition are likely to be rejected summarily without assigning any reason thereof.
 8. Time is the essence of the 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 subject to maximum ceiling of 5% of the contract price.
 9. The tenderers are strongly advised to inspect the site of work and acquaint themselves with site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with XEN (AC)
 10. 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. The original tenders to be submitted should be enclosed in a sealed cover and super scribed "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020." and should be addressed to The Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland. Sada, Goa-Pin: 403804.

11. The tenders complete in all respect should be placed in the Tender Box kept inside the cabin of AXEN/Accts, CE's Department upto 15.00 hrs. on due Date and tenders will be opened at 15.30 hrs. on the same date in the presence of such tenderers who may wish to be present.
12. The tenderers should specifically note that their offers, whether sent by post or by hand delivery, must reach the office on or before the due date and time. Offers received late will not be considered even though posted in the Post Office before due date.
13. The Chief Engineer reserves the right to reject any or all the tenders received without assigning any reasons thereof.
14. Unsigned tenders will not be considered.
15. The tenderers are requested to obtain certificate of registration under Rule No.24 of the Building & Other Construction Workmen's Central Rules, 1998 from the office of the Asst. Labour Commissioner.
16. The contractor should comply with the provision of Building & Construction Workmen (Regulation of Employment and Condition of Service) Act, 1996. The Act envisages that every contractor shall obtain registration certificate from the Registering Officer if he engages 10 or more workmen for the work.
17. The tenderer should strictly note that they shall not be allowed to fill in the tender or seal the tender in the MPT premises.
18. Tenderers may please note that as per new Govt. directives, successful tenderers, on receipt of work order, shall be required to furnish the details of Bank accounts in which he/she/they desire the e-payments to be made for cutting delays in making payments.
19. Tenderer should comply with all regulations of EPF, ESI etc. No bill will be forwarded if the above regulations are not followed.
20. 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.
21. ***“The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid ”***

CHIEF ENGINEER



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

TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

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 outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020." in strict accordance with the Additional instructions to Tenderers, Specifications etc. at the Percentage Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake the work included in the Schedule of Quantities and Rates for contract period of 2 months from the date of release of site or work order. I/We also agree that this tender will remain open for 120 days for acceptance by the Trustees of Port of Mormugao. 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.17,000/- (Rupees seventeen thousand only) as a deposit or earnest money 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 the Security Deposit.

6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 10% 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 10% of the contract price is accumulated.

7. I/We agree to abide by this tender to be valid for the period of 120 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.

8. 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.

9. 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.

10. 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.

11. *(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

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 in 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.

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

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

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

15 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.

16 "I have read and understood the General Conditions and Specification of the work
which are printed in Volume –I supplied to me by the Department which will form a part of
tender and this shall remain binding on me."

17 I /we have enclosed herewith the following documents as required under instructions
to tenderers:-

- a) Bar Chart.
- b) List and description of main plant and equipment's

NAME AND ADDRESS OF TENDERER:-

SIGNATURE OF TENDERER

Witness: - _____

Date: _____ Day of _____ 2018

Witness: - _____

Witness: - _____

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

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



An ISO 9001:2015 PORT

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

APPENDIX – I

TENDER NO CE/06/2018

Name of Work: “Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020.”

The following Clauses shall be read in conjunction with respective clauses of General Conditions of Contract.

S.N.	Particulars	Cl. of G. C.	Details
1.	Amount of Security Deposit	11(1)	EMD will be converted in to SD
2.	Period for commencement from the Chief Engineer's orders to commence.	38	7 days from the date of receipt of purchase order or as specified in Purchase Order.
3.	Time of Completion	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%.
7.	Limit of Retention Money	54(1)	10% value of the contract.
8.	Total Security Deposit and Retention Money.	11(1) 54(1)	EMD plus 10% value of the contract.
9.	Time within which payment to be made after contractor's submission of the bill.	54(1)	100% within 10 days of submission of bill in quadruplicate with Engineers certification
10.	Interim Certificate.	54(1)	Rs.90,000.00

Dated this _____ day of _____ 2018

Signature _____ in the capacity of _____

_____ duly authorized to sign tender for and

on behalf of _____.

(IN BLOCK LETTERS)

ADDRESS : _____

Witness : _____

Occupation : _____



An ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST

इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

ADDITIONAL SPECIAL INSTRUCTIONS

- 1) Additional Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, specification of Work, Drawings, site order book and any other documents forming part of this CONTRACT wherever the context so requires.
- 2) Proper and satisfactory maintenance and up-keep of garden and landscaped area including all lawns, plants, trees etc. within the specified premises is the essence of the contract and no let down will be permitted. Failure to fulfil this condition of satisfactory maintenance will attract non-payment /reduced payment of price quoted on proportionate basis and this may even lead to termination of the contract. The decision the Chief Engineer is final and binding.
 - 2a) Water required for the regular watering and maintenance of the garden will be supplied by the Port to the EXTENT POSSIBLE free of cost. The contractor must make judicious use of water. All arrangements including the hose pipes, sprinklers, storage tanks etc. as may be required shall have to be arranged by the contractor at his cost. Watering shall be done daily in the early hours in the morning before 9.00hrs. and in the evening after 16.00hrs.
 - 2b) 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.
 - 2c) However, it shall be specially noted that in case of failure of supply of water from the Port due to any reason whatsoever, the contractor shall arrange to procure water by tanker or any other suitable transport by giving prior intimation for bringing the water tanker and arrange for satisfactory watering as directed by Chief Engineer or his representative . The cost of such transporting of water by tanker etc. will be paid as per actual on producing the original bill.

- 3) The contractor shall have to arrange all tools and plant and other stock items viz Bamboo, Suttii, Hessian clothes, pick-axe, gamela, fouda, etc. required for the proper development and maintenance of garden features. Repair cost of tools and plant items shall be borne by the contractor and nothing shall be paid extra on this account.
- 4) 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.
- 5) Unless otherwise specified elsewhere in the tender, the execution of the WORK may entail working in the monsoon also. The CONTRACTOR must maintain a minimum labour force as may be required for the job and plan and execute the schedule works. No extra rate will be considered for such work in monsoon. During monsoon and other period, it shall be the responsibility of the CONTRACTOR to keep the construction work site free from water, weeds and unwanted growth of plants at his own cost.
- 6) 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. However, special trees, plants etc. as required by the Port at any area shall be procured by the contractor along with Chief Engineers representative and the cost shall be reimbursed as per actual on production of receipts.
- 7) Weeding out in the existing garden to be completed initially within a period of one month & thereafter regular weeding out has to be maintained.
- 8) Immediately after the contract is executed/the work order is issued the Engineer-In-charge and the Contractor shall agree upon detail garden maintenance progress schedule month by month basis prepared as per the maintenance schedule specified by the Department.
- 9) Any damage to the Port property caused during the maintenance operation shall be made good or compensated by the contractor.
- 10) Security Deposit will be refunded one month after satisfactory contract period and after issue of completion certificate by the Chief Engineer.
- 11) The tenderer shall inspect the site and fully study the nature of work involved vis-à-vis the quantity and specifications, before tendering for the work. Any clarification in this regard will be given, if required, prior to submission of tender.
- 12) The work shall be carried out without disturbing the operation of Port or other agencies working in the department.

13) The application of fertilizer, manure, pesticides etc. shall be done as per horticulture maintenance schedule or as directed.

14) Permission for working beyond the normal working hours of the Port or on Sundays and Public Holidays as stipulated under clause No. 42 of General Conditions of contract, (In the period booklet) in volume – I of the tender documents will be given to the contractor subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port’s supervisory staff.

15). The list of the labours deployed for work shall be submitted to AEN (AC) office at Headland in time to time indicating the name of workers. EPF & ESI Nos. as mentioned here in under: The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the campus.

Sl. No.	Name of Category of labour	Name of Employee	Age	Address	Type of Post	EPF/ESI NOS.	total
1	Mali cum Supervisor	-			Skilled		01
2.	Mazdoor (garden workers)	-			Unskilled		01

16). Photo identification card certified by the contractor to be provided to the workers deployed indicating their EPF Nos., ESI Nos. etc. and colour copy of it is to be attached to list being submitted to AEN/AC office.

17) The number of manpower shown above is minimum requirement and the actual numbers may vary. The contractor shall deploy adequate number of workers in the premises as deemed necessary by him to carry out all the activities and works envisaged in the schedule of quantity and scope of work, subject to a minimum of 01(one) mali cum supervisor & 01 (one)experienced garden worker. Before deployment, the contractor is required to submit 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 Police/local authorities for security reasons.

18). Daily labour shall report 8.00hrs to 12.00hrs and 14.00hrs to 18.00hrs. except on Port Holidays and Sundays and take up the gardening work. The contractor shall also ensure that all the workers are effectively work and coordinated in the day to day work. The contractor shall deploy his representative/ supervisor to act as an interface between him and the officer-in-charge on behalf of MPT, for effective dispensation of the services envisaged under the contract and shall be available at the site as per requirement along with the site order book.

19) The muster roll for the labourers attending for work shall be maintained at site 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 everyday). Daily submission of attendance record/ muster Roll of staff on garden maintenance_work duly counter signed by JE to AEN(AC) is must for this contract and failure to do so will be treated as labour not engaged /absent on work.

20. The contractor should deploy the minimum number of persons per day as specified and 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. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.

21. In case the contractor deploys less number of manpower than what is specified in the contract, recovery shall be made @ 1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.

22) The labour posted by the Contractor should be able to take instructions from the concerned departmental staff to work at any other locations shown in the MPT areas as required.

23) The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer concerned, for the decision, which shall be final and binding.

24) The Contractor's supervisor shall be fully experienced in the type of work to be carried out under their supervision. He should be available at site daily from 08.00 hrs. to 12.00 hrs. and from 14.00 hrs. to 18.00 hrs. and all the time of Port officials visit to the Garden.

25) 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 or his agents on payment of necessary fees as prescribed from time to time throughout the contract period.

26). Bidders may submit the following information in order to refund the EMD's/Retention Money/BG's/Security Deposits, payment of bill, etc.

- a) Name of the Bank and Branch.
- b) Account No.
- c) Type of A/c. No.
- d) PAN No.
- e) EPF, ESI Number

27). Contractor should comply with all regulations of Provident Fund, ESI, labour etc. The proof of payment of minimum wages etc. to the worker shall be submitted along with bills periodically as per latest Govt. Guidelines.

28) The Contractor shall maintain and update all records of labour employed for this work and produce the same to the Controlling Officer regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in a custody of AEN (AC) prior to commencement of the work:

- (1) Muster roll in Form XVI.
- (2) Register of Wages in Form XVII.
- (3) Register of Overtime in Form XXIII
- (4) Register of Fines in Form XXI
- (5) Register of deduction for damage or loss in Form XX
- (6) Register of Advances in Form XXII
- (7) Register of Workman Employed by the Contractor in Form XIII
- (8) Material Register (stating total receive, daily consumption and balance.
- (9) Site Instruction Book.
- (10) Joint record/measurement register.
- (11) Any other records to be maintained under various acts as applicable.

29) 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.

30) Payment shall be made as per minimum amount of Interim certificate specified on satisfactory compliance of all tender conditions stipulated and performance of the job satisfactorily on submission of bill by the contractor. The contractor shall raise bill in the 1st week of succeeding month for release of payment after fulfilling all necessary formalities. Proportionate amount will be deducted if the contractor fails to comply with any responsibilities under the contract. Such amount shall be decided by the chief Engineer & shall be binding on the contract.

31) If the maintenance is not carried out satisfactorily for the gardens or if the labourers are not following the instructions, proportionate deduction in the rate will be effected in the bill for non-maintenance of garden, remedial action including reduction of payment on pro-rata basis shall taken from contractors running account bills and if continued the same the Contract shall be liable for termination.

32) Seasonal plants are to be planted in consultation with the Chief Engineer or his Representative.

33) The contractor must take all necessary precautions for carrying out the above operations. In the event of any injury/accident to any person (s) the responsibility and liability will be entirely on the contractor.

34) 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 contractors risk and recover any such expenses from the amount due to the contractor including security deposits.

35.) The garden materials like cow dung, urea, pesticides, insecticides, fungicides, garden earth are required for the maintenance of plants mentioned in the item no.2 of the tender are minimum, approximate and indicative, however the actual quantity may vary . One month stock should be kept in the garden premises at any time and material delivery challans to be produced by the Supervisor on demand. Non supply of the scheduled materials will attract penalty @ 1.5times the rate quoted and same shall be recoverable from bill of the contractor.

36) 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 and instruction 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.

37) 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.

The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid.

SUPDTG. ENGINEER (HL))



मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT
TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

SCOPE OF WORK

1) Maintenance of the garden comprising of lawns, all type of trees, shrubs, creepers, flowerbeds, hedges, ground covers, potted plants etc. by carrying out the following regular horticulture maintenance activities like a) Regular watering; weeding and lawn mowing. (b) Top dressing and pruning of plants. (c) Spraying of pesticides, fungicides and fertilizers periodically. (d) Replanting of any dead part of the lawns. (e) Planning of seasonal varieties of plants / flowering plants. (f) General maintenance work such as flower vase, pot arrangements etc. (g) Shrub reshaping and pruning. (h) Hedge cutting and trimming. (i) Grass cutting. (j) Lawn care and maintenance. (k) light garden sweeping , daily removal of fallen dry leaves / trees in the garden area . (l) daily sweeping & cleaning of roads, water fountains, pathways inside and outside boundary wall at south east side including collection & disposal beyond a lead of 500 metres of swept materials ,fallen leaves, branches of trees,etc.

In addition, the contractor will also be responsible for filling gaps, thinning and transplanting, or replanting where plants may need to be replaced. Along with other planting, the contractor will also be responsible for improving soil conditions for planting. This may include import/export of soil to/from site. The contractor will also clear vacant area from existing grasses, keep the site clean and maintain the already planted areas free of weeds, pests or insects that cause diseases. All weeds, unwanted grasses and plant material will be cleared for upto 2 meters from the edge of planting of existing horticultural works including trees. The trimmings of grass, plants, shrubs, trees and weeds removed shall be put in a shallow pit and covered with soil. This may be done under the tree itself or carried to other place for converting into compost.

2) Supply, transporting, dumping, spreading of garden earth, manure, pesticides etc.

SUPDTG. ENGINEER (HL)



An ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT
TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

Some of the horticulture services included in the contract may be attended as per the schedule in the following manner

SCHEDULE MAINTENANCE OF HORTICULTURE WORKS			
Sr. No	Types of plants/areas	Activity	Schedule
1	Trees	Loosening ,mulching & adding good soil, manuring & fertilizing etc.	Once a year
		De-weeding, clearing of dry leaves etc., up to five meters	once a year/as & when required
		Spraying with eco-friendly insecticide	as & when required
		Trimming, pruning of branches	Preferably before monsoon /As & when directed
		Watering trees along road side & Parks	Alternative days
2	Ground covers /Planter boxes	Watering	Twice or thrice a week during summer season
		Loosening, mulching & adding good soil, manuring & fertilizing etc.,	Once in a 4 month
		Trimming, de-weeding	Twice a year, monthly during monsoon
		Spraying with eco-friendly insecticide	Once a year/As & when required
3	Potted Plants	Loosening, mulching & adding good soil, manuring & fertilising etc.,	once a year
		Trimming, de-weeding	Twice a year
		Spraying/applying with eco-friendly insecticide	as & when required

4	Shrubs & Hedges	Watering	Once in a 2 days
		Loosening, mulching & adding good soil, manuring & fertilizing etc.	Once in a 4 month
		Trimming, de-weeding	Twice a year
		Spraying/applying with eco-friendly insecticide	as & when required
		Replacement/ gap filling etc.	During rainy season/as & when required
5	Lawns	Watering	Thrice a week/ daily during summer season in some specified areas
		Trimming, de-weeding	Monthly/ bi monthly in some specified areas
		Manuring	Quarterly. & when required
		Spraying/applying with eco-friendly insecticide	Twice a year/as & when required
		Replacement/ gap filling etc	During monsoon season/ As& when required
6	Areas of road, parking , pathways, garden drains and water fountains	Sweeping ,removal of fallen leaves /trees, cleaning & disposal	Daily & when directed

SUPDTG. ENGINEER (HL)



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

TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

DIRECTIONS TO TENDERERS FOR FILLING
THE SCHEDULE OF QUANTITIES & RATES.

1. Tenderers are 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 item 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. Tenderers 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 Tenderers initials, will render the tender liable for rejection.

CHIEF ENGINEER



An ISO 9001:2015 PORT

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

TENDER NO CE/06/2018

Name of Work: "Maintenance and Upkeep of garden outside A.O. Bldg. and cleaning of pathway along the compound wall on south east side of A.O. Bldg. for a period of two years 2018-2020."

SCHEDULE OF QUANTITIES AND RATES

Sr. No	Description of work	Approx Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5.	6.
1.	Maintenance and upkeep of garden outside A.O. Bldg., comprising of lawns, all type of trees, shrubs, creepers ,flowerbeds, hedges, ground covers ,potted plants etc. by carrying out the following horticulture maintenance activities like mowing the lawns, putting fertilizer/manure ,watering ,de-weeding ,cleaning ,preparation of flower beds ,planting of seasonal plants and replacement of perennial plants ,shrubs ,trees ,ground covers ,potted plants ,replacing spoiled patches of lawns ,hedges with fresh available grass, plants and shrubs as directed or supplied free of cost by the department , top dressing of lawn with good earth and manure etc. ready for planting of new lawns, running and trimming of trees ,shrubs ,creepers, including light garden sweeping , daily removal of fallen dry leaves / trees in the garden area, sweeping & cleaning of roads, water fountains, pathways inside and outside				

	<p>boundary wall at south east side including collection & disposal beyond a lead of 500 metres of swept materials ,fallen leaves, branches of trees, cut grass in a eco-friendly manner as directed by the officer-in-charge . All labour and materials tools and plants etc, complete.</p> <p>Note: (i)The horticulture maintenance work may be carried out by deploying adequate garden staff and as per the horticulture work maintenance schedule issued by the horticulture consultant or as directed by Chief Engineer or his representative .</p> <p>ii)Minimum number of garden staff to be engaged per day is : 1)Mali cum supervisor :-1No. 2)Mazdoor:-1No.</p> <p>(iii) soil and manure required for planting new lawns if directed shall be paid from item no.2 <u>Approx. areas</u> to be maintained - 10,600m2</p>	24	Months	33231.00	7,97,544.00
2.	<p>Supplying, transporting, dumping, spreading etc. of the following materials of approved quality to the location as directed by the Chief Engineer or his representatives including etc. All tools, plant, labour material complete.</p> <p>a) Garden earth in stack. b) Cowdung in stack. c) Pesticides(Eco –friendly) d) Urea e) Sampurna/sampati or equivalent</p>	10 5 10 50 50	M3 M3 Lts. Kgs Kgs	1500.00 1400.00 560.00 9.00 22.00	15,000.00 7,000.00 5,600.00 450.00 1,100.00

Total Amount : Rs. 8,26,694.00

**TOTAL AMOUNT OF TENDER INCLUSIVE OF ALL TAXES
(except GST) "A" = Rs.8,26,694.00**

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at "A" i.e Rs. _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

From the above amount at "A" i.e. Rs. _____

TOTAL QUOTED TENDER AMOUNT INCLUSIVE OF ALL TAXES BUT
EXCLUDING G.S.T 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



An ISO 9001:2015 PORT

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

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 _____ 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 contained in the said agreement

1. We, _____ (indicate the name of the Bank) (hereinafter referred to as the "Bank") hereby undertake pay to the Government an amount not exceeding Rs. _____ (Rupees _____) on demand by the Government.
2. We, _____ Bank, do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Government stating that 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 Government 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 the bond shall be a valid discharge of our liability for payment thereunder, and the contractor (s) shall have no claim against us for making such payment.
4. We, the said Bank, further agree that the Guarantee herein contained shall remain in 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 Government 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 Government certifies that the terms and conditions of

the said agreement have been fully and properly carried out by the said contractor (s), and accordingly discharge this guarantee.

5. We _____ further agree with the Government that the Government shall have the fullest liberty without our consent, and without affecting 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 exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not 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 Government or any indulgence by the government 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 the Guarantee except with the previous consent of the Government in writing.
8. This Guarantee shall be valid up to _____ unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only), 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
_____ Bank.



An ISO 9001:2015 PORT

VENDOR REGISTRATION FORM

1. Name of the Organization :

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

Sr No	Particular	Mormugao Port Trust	Data Required
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	facao@mptgoa.com anant.chodnekar@m ptgoa.com	

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

Place
Date

Signature
(Name: _____)