



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-31(R-1) /2017

Sealed percentage rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust under Class 'E' and above for undertaking the work of **“Maintenance and Repairs of rolling shutters of car garages at Headland- Sada for a period of one year. ”**

Earnest Money Deposit	: Rs.6000 /-
Estimated cost of work	: Rs. 2,66 ,625.00
Time limit of completion	: 12 month

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **27.07.2017 to 08.08.2017** 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 along with the tender. 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.6000/-** 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 **08.08.2017** and they will be opened at **15.30** hours on the same day in the presence of such bidders as may wish to be present.

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

CHIEF ENGINEER

Headland Sada.
Date :-



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of Work: “Maintenance and Repairs of rolling shutters of car garages at Headland- Sada for a period of one year. ”.

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials 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. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
4. The Plant/machinery required during the maintenance period shall be arranged by the contractor during the maintenance period at his own cost.
5. The Quoter shall also assess and include the cost of materials, labour, tools and plant and machinery/equipment for the maintenance works that may be required to be carried out by him during the free maintenance period.
6. Quoters are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the quotation. They are also advised to inspect the site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the quotation.
7. Quoters are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.

8. Measurements

The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work and there is no claim will be entertained in case of any variation in the quantity. 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 payments will be made as per the item unit rate basis for the entire work. However, in case of defects/ improper execution of work, penalty will be imposed in the final bill amount payable upon approval of competent Authority.

9. Rates and Prices to be inclusive.

The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, excluding GST if any for compliance with conditions of contract and specification. GST will be paid extra as applicable which shall be claimed along with the Bill.

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

11. Method of Measurement

General

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

12. The quotations will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.
13. Time is the essence of contract and the entire work should be completed within a allotted period for a specific work awarded in 12 months as specified in the schedule. The Quoter shall also submit detailed programme for the timely completion of work giving details of gangs/labour/material supply/plant and machinery etc. taking into account the limited time schedule provided.
14. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.

15. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
16. If the work has to be carried out beyond normal working hours and during night time approval in advance for the working has to be obtained from the Chief Engineer. Overtime charges of the departmental supervisory staff has to be borne by the `Contractor`
17. It shall be specifically noted that the contractor is expected to mobilize the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
18. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site as follows:-
 - a) All temporary electric supply connections will be carried out with correct sizes of wires/cables and fuses and other safety devices as required under Electricity Rules in consultation with us.
 - b) One bucket full of water and sand shall be kept at the work spot. A Portable fire extinguisher shall also be kept at the work spot.
19. Quotations with conditions will be out rightly rejected.
20. The Quoter shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.
21. Any damage to the property of Port should be made good or compensated by the contractor.
22. After completion of days work/contract period the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
23. 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 printed booklet) in volume-I of the tender document 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.
24. 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`

25. All applications for issuance of Photo Identity Card shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agent free of cost the same shall be valid for the duration of the contract or a period of one year, whichever is less.
26. Subject to the availability, land for construction of temporary sheds/stores /labour hutment's etc. will be given to the contractor in Port areas at Headland, Sada. The contractor shall clear away all the temporary structures built within a period of fourteen days after completion of the work and leave the whole of the site clean to the satisfaction of the Chief Engineer.
27. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/store/labour hutments required in the contract works. The license fee shall be as per Port's scale of Rates.
28. No temporary structures/sheds which are constructed to house the contractor's office/store/labour hutments shall be permitted to be retained during the period of maintenance.
29. All the materials to be used in the structure shall be conforming to relevant ISI specification or as specified in the Tender Schedule at the discretion of Chief Engineer and only approved materials /approved brand of materials shall be used.
30. Incase the contractor fails to vacate the port premises allotted to him for site office within the stipulated period after the completion of the work, the Board shall have right to debar such defaulting contractors for future contracts of the Board by blacklisting him and shall also be charged penal lease rental at the prescribed rate.
31. Hot work permit will have to obtain whenever required as directed.
32. Specific work will be awarded by specific purchase order by the department as and when the need arises or by issuing site instructions to carry out the work and the same will be regularized by specific purchase order .The specific work is for the contract of one year and all the specific works shall be completed within the period .
33. Security Deposit : EMD to be converted as SD.

34. Retention Money:10 % Retention Money (deducted from the bills) shall be refunded to the contractor only after successful defect liability period (Free Maintenance period.)
- 35.The contractor shall quote the prices exclusive of GST .Applicable GST shall be paid on the quoted price .The bidder shall indicate the applicable GST rate on the goods /services in the price bid.
36. 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. in case of revised venders under **GST** Regime .
37. Unregistered Venders under **GST** has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO: CE/Q-31(R-1) /2017

Name of Work: "Maintenance and Repairs of rolling shutters of car garages at Headland- Sada for a period of one year. "

SCOPE OF WORK

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

1. Attending to rolling shutters of size 3m x 2.5m by removing top cover, replacing the damaged spring ,spring tensioning ,repairing
2. Replacement of worn out lath section of the rolling shutter etc. Providing and fixing aluminum sliding windows.
3. Maintenance servicing to rolling shutter of size 3m x 2.5m of Car garages.
4. Repairs to the rolling shutter by removing and replacing the worn out M.S. side brackets of rolling shutter .
5. Removing and replacing worn out Hood covers of the rolling shutters and making good the wall surface.
6. Removing and replacing worn out locking rail patti of the rolling shutters.
7. Repairs to the rolling shutter by removing and replacing the G.I. Pipe axle rod of 1x1/2" dia of rolling shutter.
8. Removing and replacing worn out side guard patti of the rolling shutter.
9. Painting iron work/metal work with a primer coat of Red Oxide Zinc Chromites.
10. Painting iron work/metal work old (previously painted) surfaces with two coats of approved synthetic enamel paint



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SCHEDULE OF QUANTITIES AND RATES

Sl. No	Description	Unit	Qty	Rate	Amount
1	Attending to rolling shutters of size 3m x 2.5m approx. by removing topcover, replacing damaged spring, tensioning of the spring, repairing, overhauling, greasing and refitting etc. including all tools & plant labour and material etc complete .	No	10	4200.00	42,000.00
2	Replacement of worn out lath section of the rolling shutter etc including applying one coat of red oxide zinc chromites primer. All tools and plant, labour and material etc complete.	No	30	530.00	15,900.00
3	Maintenance servicing to rolling shutter of size 3m x 2.5m approx. of Car garages of colony by removing top cover ,greasing and refitting etc including all tools and plant ,labour and materials etc. complete.	No	40	1807.00	72,280.00
4	Repairs to the rolling shutter by removing and replacing the worn-out M.S. side brackets of rolling shutter including setting the existing spring tension greasing etc. All tools, plants, materials and labour etc. complete.	No	10	2440.00	24,400.00

5	Removing and replacing worn out Hood covers of the rolling shutters and making good the wall surface. All tools, plants, labour and materials etc complete.	Ft	60	340.00	20,400.00
6	Removing and replacing worn out locking rail Patti of the rolling shutters and making good the shutter. All tools, plants, labour and materials etc complete.	Ft	60	363.00	21,780.00
7	Repairs to the rolling shutter by removing and replacing the G.I. Pipe axle rod of 1x1/2" dia of rolling shutter including setting the existing spring tension, greasing etc. All tools ,plants, materials and labour etc. complete.	No	10	4423.00	44,230.00
8	Removing and replacing worn-out side guard patti of the rolling shutters and making good the shutter. All tools, plants, labour and materials etc complete.	Ft	60	281.00	16,860.00
9	Painting iron work/metal work with a primer coat of Red Oxide Zinc Chromites. Incl. Cleaning surfaces. All labour & material complete.	Sq.m	150.00	43.00	6450.00
10	Painting iron work/metal work old (previously painted) surfaces with two coats of approved synthetic enamel paint of approved colour /shades (excluding priming coat) including preparing the surfaces. All tools & plant, labour & material complete.	Sq.m	150.00	113.00	16950.00

Total:Rs.2,81,250.00

Less : for other taxes Rs. 14625.00
Total (A)= Rs.2,66,615.00

TOTAL AMOUNT OF QUOTATION INCLUSIVE
OF ALL TAXES (except Service tax) = "A" = Rs 2,66,625.00

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. _____

B. Total Quoted Amount inclusive of all Taxes(except service tax)

in Figure - Rs. . _____

In Words Rupees _____

Only.

TENDERERS SHOULD SCORE OUT EITHER "ADD" OR "DEDUCT" AS
THE CASE MAY BE"

NOTES:

Tenderers should score either "ADD "or "DEDUCT" as the case may be.
Tenderers are advised in their own interest to inspect the site before
tendering.

The quantities given above in the schedule of Quantities and Rates are
approximate and are furnished for the guidance of the tenderers.

Witness's _____

Signature: _____

Name : _____

Address: _____

Tel No: _____

Date: _____

Bidder's _____

Signature: _____

Name: _____

Address: _____

Tel No: _____

Mobile No: _____

Date: _____

DATE

SIGNATURE OF THE TENDERER WITH SEAL

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 : _____

PROFORMA FOR GST DETAILS

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	No.	

	taxable person as per section 2(77) of CGST Act,2017 ? (Yes or 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@mptgoa.com	

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

Place
Date

Signature
(Name: _____)