



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-08 /2019

Sealed percentage rate quotations are invited from contractors registered in class 'C ' and above 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 2019-2020"

Earnest Money Deposit : Rs. 9000/-
Estimated cost of work : Rs.4,50,000/-
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 01 /02/2019 to 12 /02/2019 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 www.mptgoa.gov.in

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. 9000/-either deposited with FA&CAO Mormugao Port Trust in Cash/Card or enclosed Demand draft drawn in favour of FA&CAO,MPT . 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 12 /02/2019 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.

Chief Engineer
Mormugao Port Trust

Headland Sada.
Date :-



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ENGINEERING (CIVIL) DEPARTMENT**

QUOTATION NO – CE/Q-08 /2019

Name of work: “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020”

Particulars

Clause of G.C.

1.	Amount of initial security and time.	EMD to be converted as security deposit,(SD) and to be released after defect liability period
2	Period for commencement from the chief engineer's order to commence.	03 days
3	Time of completion	One year
4	Amount of liquidated damages	Calculated at 0.5% value of the contract per week of seven days or part thereof subject to a ceiling of 5 % value of contract
5	Free maintenance period.	Nil
6	Percentage of retention money from each running account bill.	10% of the contract value to be retained from the running bills and to release one month after satisfactory completion of the contract.
	Total security deposit and Retention Money.	EMD +10% value of the contract
9	Minimum amount of Interim certificate.	1,00000/-

SIGNATURE OF THE QUOTER



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Name of work: “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020”

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.
7. Bidders who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under “Single Point Registration Scheme” of Ministry of MSME shall be eligible for exemption from payment of EMD. They are required to submit documentary proof of such registration along with the offer, as detailed in Instructions to Tenders, for claiming the available exemptions.
8. Time is the essence of contract and the work should be carried for a period of one year likely to be extended for further period of six months as specified in the Schedule.
9. The work of Cleaning of toilets should be done on daily basis between 7.45-13.00 hrs. & 14.00-17.00 hrs. on all working days excepts on all Sundays and following holidays by deploying minimum two sanitary sweepers.
 - i) Republic Day
 - ii) Labour Day
 - iii) Independent Day
 - iv) Ganesh Chaturthi
 - v) Christmas

10. The Bidder's supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
11. After completion of work the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
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 Vendors under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than the prescribed limit .
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. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.
22. 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. 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. Penalty for non-satisfactory works

- a) 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.
 - b) 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) in case Female sanitary sweepers are deployed.
 - c) In case of absence of any sanitary sweeper ,the contractor has to deploy substitute sweeper and carryout the toilet cleaning work .Failure to post the substitute staff &to carry out the work , recovery at double the rate of the ongoing wages for the period of absence on prorated basis shall be made from the subsequent payment due to the contractor.The same shall be contractors bill at the discretion and on approval of the Chief Engineer .
 - d) In case if contractor failed to deploy minimum sweepers on the job / failed cleaning of the toilets for continuous period of three consecutive days , then action deemed fit will be initiated by the department .
 - e) Purchase bills/challans of material for minimum stock shall be maintained by the contractor.
24. 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
25. The contractor shall report 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.
26. 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
27. The contractor shall duly comply all provisions of Contract Labour (Regulation and Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
28. The contractor shall produce the copy of online payment made to the workers employed by him and challans or proof of payment made to the workers under ESIC and EPF system as per prevailing rules and regulations along with each running bill failing which bill shall not be processed.
29. The contractor shall provide Name/s of the employees who will be engaged during the currency of the contract and their registration Nos. in the ESIC and EPFO including Adhar, PAN and bank accounts details.

30. The period of the contract is one year and there is no maintenance period to this contract .If in the opinion of Chief Engineer for valid reasons the contract is required to be extended/renewed on the same terms & conditions and rates, He can extend / renew the same after obtaining written consent from the contractor for the extension /renewal of the contract on same terms & conditions and rates as accepted under the contract.
- 31 .Quoted Rates shall be firm & fixed till complete execution of Contract subject to following clause No. 32. Once the quotation is accepted and order placed on the successful Bidder, the rate shall be valid for the full period of the contract (INCLUDING THE EXTENDED PERIOD, WITH SAME RATE, TERMS & CONDITIONS AT CHIEF ENGINEERS SOLE DISCRETION SUBJECT TO SATISFACTORY PERFORMANCE)
32. The monthly Wages payable to the workers engaged on the job shall not be less than the minimum wages specified by the Central Ministry in time to time in addition to benefit like EPF /ESI calculated on the wages. In case of any increase in the minimum Wages by Central Government wages during the Contractual period or extended period o the manpower engaged will be worked out as extra along with other benefits like EPF,ESI based on the revised statutory Minimum wages order and as per the price factor quoted by them .
The contractor will regularly submit relevant wages documents as a proof of payments of higher minimum wages to his personnel engaged on the job when such wages got revised by labour department , Govt of India. The details of extra/difference on prevailing daily minimum wages will be worked out and paid to the contractor in approval of Chief Engineer and shall be final and binding on the Contractor .
- 33.The instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing instructions toi tenderers, General conditions ,special conditions and general specifications forms an integral part of the tender document

Superintending Engineer



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/Q-08 /2019

Name of Work: “Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020”

SCOPE OF WORK

Following works are required to be executed on daily basis by deploying minimum two sanitary sweepers on all working days except on Sundays and National Holidays as directed .

1. Deployment of adequate number of Sanitary Sweepers but not less than minimum of two Nos.
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 and maintaining 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



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Tender No.CE/Q- 08/2019**

Name of Work: "Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020"

SCHEDULE OF QUANTITIES & RATES

Item No.	Description of Item	Unit of Qty.	Qty`	Rate (Rs)	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 every day.</p> <p>Note: i.Minimum two sanitary sweepers to be deployed on all the days except Sundays and National holidays) ii)Approximate qty to be used for 2 months: 1)Coconutbrooms-24nos, 2)Toiletbrush-11nos, 3)Acid-39Liters 4)Phenyl-60Liters 5)Naphthaleneballs-8.5Kg 6) Harpic-500ml bottle-17nos iii) Necessary penalty as per appropriate penalty clause will be imposed for any lapses /non compliances if any .</p>				
a	Civil Maintenance office (i/s) unit	Day	300.00	60.00	18000.00
b	Civil Maintenance office (o/s) unit	Day	300.00	60.00	18000.00
C	Bachelors Quarters unit--I	Day	300.00	60.00	18000.00
d	Bachelors QuartersI unit--II	Day	300.00	60.00	18000.00
e	Bachelors Quarters unit-III	Day	300.00	60.00	18000.00
f	Canteen unit	Day	300.00	60.00	18000.00
g	Post office unit	Day	300.00	60.00	18000.00

h	Consumer society unit	Day	300.00	60.00	18000.00
i	Elect. Maint. Office unit	Day	300.00	60.00	18000.00
Item No.	Description of Item	Unit of Qty	Qty`	Rate (Rs)	Amount Rs. ps
j	Vocational centre unit	Day	300.00	60.00	18000.00
k	Signal Station unit	Day	300.00	60.00	18000.00
l	Central Record room unit	Day	300.00	60.00	18000.00
m	HOD No 1 Unit	Day	300.00	60.00	18000.00
n	HOD No 2 Unit	Day	300.00	60.00	18000.00
o	HOD No 3 Unit	Day	300.00	60.00	18000.00
p	HOD No 4 Unit	Day	300.00	60.00	18000.00
q	HOD No 5 Unit	Day	300.00	60.00	18000.00
r	HOD No 6 Unit	Day	300.00	60.00	18000.00
s	HOD No 7 Unit	Day	300.00	60.00	18000.00
t	HOD No 8 Unit	Day	300.00	60.00	18000.00
u	MRH-I (i/s) Unit-I	Day	300.00	60.00	18000.00
v	MRH-I (i/s) Unit-II	Day	300.00	60.00	18000.00
w	MRH-I (i/s) Unit-III	Day	300.00	60.00	18000.00
x	MRH-I (i/s) Unit-IV	Day	300.00	60.00	18000.00
y	MRH-I (o/s) Unit	Day	300.00	60.00	18000.00

Total: Rs. 4,50,000.00

'A' TOTAL AMOUNT OF TENDER excluding GST ----- **"A" = Rs. 4,50,000.00**

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 _____

'B' 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: _____	Tenderer's: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____	Address: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Date: _____

Date: _____

QUOTATION NO. CE/Q- 08 /2019

Name of Work: "Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020"

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- 08 /2019

Name of Work: "Annual maintenance contract (AMC) for cleaning of public toilets at Headland for the year 2019-2020"

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: _____)

