



AN ISO 9001:2015 PORT

**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT.**  
**QUOTATION NOTICE**  
**QUOTATION NO. CE/Q- 34 /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 **“Sweeping and Cleaning of internal roads of all MPT Quarters and of Port hospital premises at Headland ”**

Earnest Money Deposit	: Rs. 8,550.00
Estimated cost of work	: Rs. 4,26,660.00
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 23 / 10/2018 to 02/11/2018 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.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.

The quotation in single bid system shall be submitted in 02(two)sealed envelopes **Envelop 1** will comprises of cost of tender paper Rs 500.00 Non-refundable and requisite Earnest Money Deposit of Rs.8,550/- either deposited with FA&CAO Mormugao Port Trust in Cash or in the form of Demand draft drawn in favour of FA&CAO payable at Mormugao.

**Envelop 2** will comprise of Original tender / quotation document duly stamped and signed on all the pages along with duly filled up schedule of quantities including( BOQ ).both the envelopes should be duly marked on top with quotation Number, name of work and Tender fee and EMD/bid documents as the case may be. Any tender received without requisite EMD and tender cost in the stipulated form as mentioned above shall be summarily rejected and 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 2/11/2018 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.

CHIEF ENGINEER

Headland Sada.

Date :-



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**ENGINEERING (CIVIL) DEPARTMENT**

**QUOTATION NO – CE/Q-34 /2018**

**Name of work:** “Sweeping and Cleaning of internal roads of all MPT  
Quarters and of Port hospital premises at Headland “  
Particulars Clause of G.C.

1.	Amount of initial security and time.	11(1)	EMD to be converted as security deposit ,till defect liability period
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	Retention Money .	54(1)	10% of the contract value to be retained from the bills and same will be released after defect liability period
	Total security deposit	11(1) 54(1)	EMD +10% value of the contract
9	Minimum amount of Interim certificate.	54(1)	1,00,000/-

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SIGNATURE OF THE QUOTER



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**QUOTATION NO . CE/Q-34 /2018**

**Name of Work:** “Sweeping and Cleaning of internal roads of all MPT  
Quarters and of Port hospital premises at Headland “

**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 structure, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
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. 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.

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. The 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 tenders 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 contract period is for one year 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 Quoter's supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
15. The Quoter shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
16. All the debris/kutchra etc. (Except the items to be handed over to the Department as mentioned in the Schedule of Quantities and Rates) arising out of this work shall become the property of the contractors and they shall make necessary arrangements to dispose it off at no extra cost to Port Trust. The debris / kutchra etc. shall not be dumped in Port Trust estate. If any of Port Trust debris / kutchra etc. is found dumped in MPT estate, a fine of Rs. 5000/- per lorry load will be recovered from the contractor.
17. If labour deployment is less than specified in the BOQ of the tender, will attract penalty of Rs 547/- per person per day ,will be recovered from the bills payable to the contractor .

18. 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.
19. 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.
20. Quotations with conditions will be out rightly rejected.
21. 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.
22. Any damage to the property of Port should be made good or compensated by the contractor.
23. 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.
24. 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.
25. The Quoter 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`
26. 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 at free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
27. 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.

28. Lease rent shall be changed 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 licence fee shall be as per prevailing Port's scale of Rates.
29. 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.
30. In case 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. Total Security Deposit which is EMD plus 10 % Retention Money (deducted from the bills) shall be refunded to the contractor only after successful liability period (Free Maintenance period.)
32. 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.
33. 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 vendors under GST Regime .
34. Unregistered Vendors under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.

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

**TENDER NO: CE/Q-34 /2018**

**Name of Work:** “Sweeping and Cleaning of internal roads of all MPT Quarters and of Port hospital premises at Headland “

**SCOPE OF WORK**

1. Sweeping for internal roads of all MPT quarters, Hospital at Headland including cleaning of road shoulders on either sides of the road, including open drains, basement, pathways, ramps ... etc. on periodic basis by deploying minimum 15.0 labours in a week per man-days of 8 hours each as directed ..etc. Complete (Approximate area of internal roads of all MPT quarters and hospital=16000.00 sq.m).

**CHIEF ENGINEER**



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

**Tender No.CE/Q-34/2018**

**Name of Work:** “Sweeping and Cleaning of internal roads of all MPT Quarters and of Port hospital premises at Headland “

**SCHEDULE OF QUANTITIES & RATES**

<b>Item No.</b>	<b>ITEM</b>	<b>QTY.</b>	<b>RATE Rs. ps</b>	<b>PER</b>	<b>AMOUNT Rs. ps</b>
1	Sweeping and cleaning of internal roads of all MPT quarters, Hospital at Headland on periodic basis as directed including cleaning of road shoulders on either sides of the road, including open drains, basement,pathways,ramps...etc. complete as directed by deploying minimum 15.0 labours in a week per man-days of 8 hours each as directed. etc.Complete. (Approximate area of internal roads of all MPT quarters and hospital= 16000.00 sq.m).	780.00	547.00	Nos	426660.00

**Total: (A) Rs. 426660.00**

Total amount in words (Rupees Four lakhs Twenty six thousand six hundred sixty only )

**Note:** If labour deployment is less than specified in the BOQ above of the tender, will attract penalty of Rs 547/- per person per day ,will be recovered from the bills payable to the contractor .





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**Name of work:** “Sweeping and Cleaning of internal roads of all MPT Quarters and of Port hospital premises at Headland “

TOTAL AMOUNT OF TENDER excluding GST ---- “A” = **Rs. 426660.00**

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: \_\_\_\_\_

MobileNo: \_\_\_\_\_

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



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



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**QUOTATION NO. CE/Q-34/2018**

**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 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	HSN/SAC Codes		
25	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

Signature

Date

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