



AN ISO 9001:2015 PORT

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT
TENDER NO. CE/81/2017

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	

AXEN (Accounts)

B.1. Name of work: **Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-18).**

2.	Cost of each set of Tender Documents	Rs. Rs. 500/-
3.	Date and Issue of Tender Documents	From: 21/09/2017 To 05/10/2017
4.	Date of receipt of tender and time	06.10.2017 at 15.00 hrs.
5.	Amount of E.M.D.	Rs. 12,300.00
6.	Date of opening of tender and time	On 06/10/2017 at 3.30 p.m.
7.	a) Whether E.M.D. received	Yes/No.
	b) if so, in which shape	D.D./Cash Receipt
8.	Form of contract	Percentage rate
9.	Whether tender received in duplicate	Yes/No
10.	Whether rates have been quoted in both the tenders in words and figures.	Yes/No
11.	Total No. of Tenders received for the work	

AXEN (Accounts)

EXECUTIVE ENGINEER (HL)



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इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/81/2017

NAME OF WORK: - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's Park, Vocational Centre at Headland for one year (2017-2018)

GENERAL INDEX

1. Tender Notice & Tender Form
2. Appendix – I.
3. Additional Special Instructions
4. Directions to tenderers for filling in the Schedule of Quantities & Rates
5. Scope of work
6. Schedule of Quantities & Rates
7. Form of Bank Guarantee for EMD and Security Deposit.

NOTE :

1. Tenders are liable to be rejected if the amount/percentage variation is not written both in words and figures in the schedule of quantities and rates.
2. Tenders should be sealed with sealing wax/lac in addition to being closed by using gum. Tenders received without being so closed and sealed will not be opened but will be rejected outright.
3. EMD shall be paid in the form of DD or Cash and cash receipt obtained shall be enclosed along with the tender.

Headland, Sada(GOA)

CHIEF ENGINEER



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

ANNEXURE –I

Tender No. CE/ 81 /2017

Tender Notice No. CE/ N -78 /2017

NAME OF WORK: - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

Sealed Percentage Rate Tenders in Single Cover System are invited from the Contractors registered with M.P.T., P.W.D./C.P.W.D./Railway, Central /State Govt., GSIDC, etc. Unregistered Contractors having experience carrying out such works also can apply for tender subject to fulfilling the below conditions.

Sr. No.	Class of contractor eligible to tender.	Cost of tender document (non-refundable)	Estimated cost of work put to tender	Sale of tender documents From/To
	Name of the work	Earnest Money Deposit	Period of completion	Date of opening of tender
1.	Class `D` and above.	Rs. 500/-	Rs.6,10,624 /-	21.09.2017 To 05.10.2017 At 3.00 p.m.
	Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)	Rs. 12300/-	12 months.	06.10.2017 up to 3.30 p.m.

N.B.

1. The tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, 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.

2. The interested firms may alternatively download the Tender Documents from the Mormugao Port Trust web site <http://www.mptgoa.com> However, a separate sealed envelope super scribed 'Tender Cost' containing a Demand Draft/ Banker's Cheque drawn in the name of "FA & CAO of the Port of Mormugao" towards the cost of tender document may be placed in the envelope containing the sealed offer submitted in the downloaded Tender Document, failing which the offer of the firm will be left out of consideration. The downloading of the Tender Documents shall be carried out strictly as provided on website. No editing, addition/deletion of matter shall be permitted. If such action is observed at any stage, such offer is liable for outright rejection.

A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.

3. Tender documents will not be sent by Post or Courier Service.

4. The proposed work comprises of :-

Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

The work is to be carried out as described in Schedule of Quantities & Rates attached herewith to this tender and as directed at site.

5. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.12,300/-** (Rupees Twelve thousand six hundred only) and E.M.D should be lodged in the form of Bankers Cheque or Demand Draft or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa is required to be enclosed along with the Tender. In any case, E.M.D. in the form of Cash/ Cheque will not be accepted.
 - a. The E.M.D should be put in a sealed envelope and marked as "EMD" and should be submitted along with the tender in a separate sealed envelope. The Sealed envelope containing the tender document and sealed envelope enclosing the EMD both shall bear the identifications like (i) Tender No. (ii) Description of works (iii) Bidders name and Address and (iv) Due date and time of bid opening. If the envelopes are not sealed properly, Mormugao Port Trust will assume no responsibility for the misplacement or premature opening of the bids submitted and same is liable for rejection.
 - b. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be opened.

- C. E.M.D. of the Tenderers excepting first three lowest tenders will be refunded to Contractors. Contractors are requested to contact the AXEN(Accounts), Chief Engineer's Office. Main Administrative Office, Mormugao Port Trust for claiming such refund along with copy of original receipt issued by this office.
- D. Contractors may submit the following information in order to refund the EMD's/ Bank Guarantee/ Security Deposit/ Retention Money, payments of bills etc.
 - a. Name of Bank.
 - b. Place.
 - c. Account No.
 - d. Type of Account
 - e. PAN
 - f. EPF No.
 - g. ESI No.

No fresh correspondence in this regard will be made by this Port Trust.

- E. EMD of the other tenders i.e. any two among the first three lowest Tenders will be refunded to them only after acceptance of work order by successful tenderer. E.M.D. of successful contractor will be retained towards Initial Security Deposit.
- 6. Security Deposit: EMD plus 10% of the work done or value of contract, whichever is more.
 - a) Amount to the extent of 5% of the value of contract to be paid in Cash or in the form of a Bank Guarantee at the time of acceptance of the tender, as initial Security Deposit.
 - b) The remaining 5% of Security Deposit to be deducted from the running account bills at 10% of each running bill till the entire security deposit of 5% of value of contract are recovered. However, the contractor will have the option to convert the Retention Money so deducted from the bills into acceptable Bank Guarantee (s) for like sum (s) at any stage (s) of the work.
 - c) The entire amount of 10% of the value of the contract may be paid in cash Demand Draft /Pay Order or in the form of Bank Guarantee at the time of acceptance of tender.

Note:

- i) The Bank Guarantee of 5% of the Contract Price as initial Security Deposit will be valid till the completion of the maintenance period plus 3 months.
- ii) The Retention Money of 10% of the contract Price will be released after successful completion of the work and after issue of Completion Certificate by the Chief Engineer.
- iii) In case the tenderer desire to quote premium of cost of work put to tender more than 15%, the tenderer will have to give the rate analysis for any or all the item of work along with the tender.

7. Unregistered Contractors who desire to purchase the tender copy he/she will have to apply for registration and pay 100% of the registration fees. If after the scrutiny of his/her application he/she is found suitable for the class for which tenders are invited, his/her tender will be considered along with other tenders. Otherwise, his/her tender will be not considered.
8. Tenders submitted will remain open for acceptance for a period of 180 days from the date of opening of tenders.
9. The subject contract period is for One year from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.
10. Counter conditions stipulated in completion period by the contractor will not be considered. Tenders with counter conditions are likely to be rejected summarily without assigning any reasons therefore.
11. Time is the essence of 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 delay subject to a maximum ceiling of 5% of the contract price. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.
12. Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer-HL.
13. 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.
14. The original tenders to be submitted should be enclosed in as sealed cover and super scribed **Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)** " and should be addressed the Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland. Sada, Goa-Pin: 403804.
15. The tenders complete in all respects should be placed in the Tender Box kept inside the cabin of AXEN(Accounts), Chief Engineer's office at Main A.O. Building, 2nd floor, Mormugao Port Trust up to 15.00 hrs. on due date and opened at 15.30 hrs. on the same date in the presence of such tenderers who may wish to be present.
16. The tenderers should specifically note that their OFFERS SHOULD REACH THIS OFFICE ON OR BEFORE THE DUE DATE AND TIME. OFFERS RECEIVED LATE WILL NOT BE CONSIDERED. TENDERS SENT BY POST WILL BE REJECTED.

17. The Chief Engineer and or Board of Trustees reserves the right to reject any or all tenders received without assigning any reasons therefore.
18. Unsigned tenders will not be considered.
19. Income Tax, WCT, etc. as applicable from time shall be deducted from the amount payable to the Contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the contractor.
21. GST Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration certificate along with the tender. GST has to be claimed extra as applicable while submitting the bills.
22. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
23. 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.
24. The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
25. The tenderers should strictly note that they should be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
26. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

CHIEF ENGINEER

Headland Sada, Goa

Date :



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TENDER NO. CE/81/2017

NAME OF WORK: Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

FORM OF TENDER

**The Chief Engineer,
Mormugao Port Trust.**
Headland, Sada, Goa

I/We _____, do hereby offer to execute the work comprised in the annexed Tender Notice for **“Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)”** in strict accordance with the Instructions to Tenderers, Special Conditions of Contract, Specifications etc. at the Item Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake to complete the work within 12 months from the date of receipt of work order. I/We also agree that this tender will remain open for acceptance until disposed off 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.12300/- (Rupees Twelve thousand Three hundred 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 & 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 part of the Initial Security Deposit and to make further deposit of balance amount and total at 5% of tendered value by Demand Draft/G.P. Notes/ Securities of Public Bodies/10 years defence certificates/Units from Unit Trust of India /by way of a Bank Guarantee, within fourteen days or such extension of the period permitted by the Chief Engineer, in writing, after receipt of information that my/our tender has been accepted by the Port Trust.

6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 10% of the contract value 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 hereby agree for deduction of 2% of gross value of work certified in each bill from the amount payable to me/us towards income tax or any other taxes applicable.

8. 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.

9. *(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
3.	_____	_____ years
4.	_____	_____ 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.

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

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

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

13. 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.

14. "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 ".

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

- a) Organization Chart.
- b) List of similar works carried out by me/us.
- c) Bar Chart.
- d) List and description of main plant and equipments proposed to be used on this work.

Witness's _____

Tenderer's _____

Signature _____ Signature _____

Name _____ Name _____

Address _____ Address _____

Tel. No. _____ Tel. No. _____

Hand Phone (Mobile No.) _____

Date: _____ Date _____

**N.B. : Strike out whichever is not applicable.
Here the Name of the Bank should be stated**



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TENDER NO.CE/81/2017

APPENDIX I

NAME OF WORK :- Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

This shall be read in conjunction with Clauses of General Conditions (G.C.) of Vol-I of Tender Documents.

S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Initial Security Deposit and time	11(1)	Five percent of the Contract price and period 15 months
2.	Period for commencement from the Chief Engineer's orders to commence.	38	7 days.
3.	Time of Completion	40	12(twelve) Months.
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)	N.A.
6.	Percentage of retention from each running account bill	54(1)	10%. Also please refer Cl. No.5 of additional instructions to Tenderers
7.	Limit of Retention Money	54(1)	10% value of the contract.
8.	Total initial Security Deposit and Retention Money.	11(1) 54(1)	EMD+10% value of the contract.
9.	Minimum amount of interim Certificate.	54(1)	1.5 lakh(or every 3 months).
10.	Time within which payment to be made after contractor's submission of the bill.	54(4)	100% within 20 days of submission of bill in quadruplicate with Engineers certification.
11.	Mobilisation advance	69	Not applicable to this contract.
12.	Interest rate on Mobilization advance	69	Not applicable to this contract.

S.N.	Particulars	Clause of G. C.	Details
13.	Mode of recovery of Mobilization advance	69	Not applicable to this contract
14.	Variation in price of labour and materials	70	Not applicable to this contract
15.	Arbitration	66	Not applicable to this contract
16.	Minimum amount of third party insurance	Clause No. 13 to 16 of Special Instructions of Contra-ct (Vol I)	5% of the tender amount

Dated this _____ day of _____ 2017

Signature _____ in the capacity of

_____ duly authorized to sign tender for and on behalf of

_____.

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____

Occupation: _____

CHIEF ENGINEER

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

Tender No. CE/81/2017

NAME OF WORK :- Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

ADDITIONAL SPECIAL INSTRUCTIONS

1. 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 to be decided by the Engineer in charge whose decision is final and binding. The contractor should deploy the minimum number of persons per day as specified. Failure to deploy such stated labour will be considered as breach of contract. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations.
2. Water and electricity shall be made available by the Port to the EXTENT POSSIBLE free of cost from nearby source of work. The contractor has to make his own arrangement for use of the same including drawing temporarily lines etc. The responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor.
 - 2a) Watering shall be done daily in the early hours in the morning before 9.00 hrs. and in the evening after 4.00 P.M. or as per water availability.
 - 2b) Water is supplied to the garden to limited time therefore contractor shall make arrangement to provide storage facilities at his cost to store water for days requirements as and when released.
- 3) 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 in tanker or any other suitable transport and arrange for satisfactory watering. The cost of such transporting of water by tanker etc. shall be paid after producing the vouchers for the expenditure incurred.
- 4) The period from beginning of June to end of September is considered as rainy days and plantation work to be taken in this period. 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.

- 6) The tenderer shall submit detailed programme of the daily routine works like watering, weeding etc. along with the tender.
- 7) Any damage to the Port property caused during the maintenance operation shall be made good or compensated by the contractor.
- 8) Security deposit will be refunded one month after satisfactory completion of the maintenance and after issue of completion certificate by the Chief Engineer.
- 9) 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.
- 10) The work shall be carried out without disturbing the operation of Port or other agencies working in the department.
- 11) The application of pesticide, manure, FYM compost etc. shall be done as and when required or as directed.
- 12) If any conditions are to be stipulated by the tenderer the same should be written, put in a separate sealed cover and submitted super scribing the name of the work and name of the tenderer. If any conditions stipulated by the tenderer are found in single cover containing tender documents the same will not be considered and treated as withdrawn by the tenderer.
- 13) 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 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.
- 14) **The minimum staff specified in the BOQ. should be deployed on all days except Sundays and five specified national holidays.**
- 15) The list of the labours deployed for work shall be submitted to AEN(HL-I) office at Headland indicating the name of workers. EPF & ESI Nos. on day to day basis.
- 16) Photo Identification card certified by the contractor to be provided to the workers deployed indicating their EPF nos. ESI Nos. etc. and copy of it is to be attached to list being submitted to AEN(HL-I) office.
- 17) All types of taxes excluding GST to be included in the price quoted by the bidder.

- 18) Daily labour shall report at 8.00 Hrs. to 13.00 Hrs. and 14.00Hrs to 17.00Hrs. and take up the gardening work and reporting late shall attract the penalty of Rs. 150/- per late and for attendance per each labour. Also a penalty will be levied @ Rs.448/- per labour & Rs. 506/- per malee for absenteeism of labour & malee respectively.
- 19) Spraying of pesticides shall be done as and when directed. Pesticides will be supplied by the department free of cost.
- 21) 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.
- 22) If the maintenance is not carried out satisfactorily for the gardens or if the labours are not deployed properly by the contractor, proportionate deduction in the rate will be effected in the respective bill.
- 23) The Contractor's supervisory staff shall be fully experienced in the type of work specified and same to be carried out under their supervision.
- 24) 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.
25. 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 & Insurance Policy, if any.
- 26) Contractor should comply with all regulations of EPF, ESI, ALC etc. No bill will be forwarded for payment if the above regulations are not followed.
- 27) 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 :
 - (i) Muster roll.
 - (ii) Register of Wages.
 - (iii) Material Register (stating total received, daily consumption and balance).
 - (iv) Site Instruction Book.
 - (v) Any other records to be maintained under various acts as applicable.

- 28) 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 forms an integral part of the tender document.
- 29) The contractor shall arrange to remove all weeded debris, dry leaves etc. from the premises and dump the same at places pointed out at least once in a week time.
- 30) Joint measurement will be taken on every month 1st working day along with contractor/Authorised representative for the earlier month work executed by the contractor. If the contractor/Authorised 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 according to the joint measurement and no claims will be entertained on this.
- 31) In case the chief Engineer or his representative finds that the quality of the work is unsatisfactory during the progress of work remedial action including reduction of payment on pro-rata basis will be taken from the contractors running account bills.
- 32) GST Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration certificate along with the tender. GST has to be claimed extra as applicable while submitting the bills.
- 33) Labourers working hours shall be strictly followed as 8.00-13.00 Hrs and 14.00-17.00 Hrs daily and no labour shall leave the work spot during working hours without the knowledge of Engineer in Charge for the subject work.
- 34) a) The contractor should submit the muster and wage register by 15th of every month to AEN (HL-I) office.
b) Detailed downloaded statements regarding ESI & EPF contribution pertaining to all the works in MPT should be submitted every month irrespective of bill being submitted.
c) Witnessing of labour wages being paid shall be arranged from the departmental staff by giving intimation at least 5 days in advance to the departmental staff.
- 35) The Contractor has to submit the daily progress report of the garden maintenance work, along with the number of labour engaged for the work. If labour deployment is less than specified, the deduction will be carried out as specified.
- 36) The Malee posted for the work should know the works like hedge cutting, lawn mowing, including minimum required knowledge about plant names, required manure, pesticides for the garden maintenance.
- 37) The Contractor has to arrange & keep available at site the necessary tools & others accessories like ghoda, axe, spades baskets, rose cane, spraying pump, pruner etc. including supplying of rain coats and safety equipments to the labour during the monsoon period.

CHIEF ENGINEER



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इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/81/2017

NAME OF WORK :- Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

**DIRECTIONS TO TENDERERS FOR FILLING IN 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 stated.
2. The Percentage Rate inserted shall hold good for all works against the item under this contract, without reference to quantity or location of the work or the variation in the estimated quantity. The tenderer's 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.
3. Quantity of each item of work mentioned in the Schedule should be noted and the percentage 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 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 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 figure (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 Tenderer's initials, will render the tender liable for rejection.

CHIEF ENGINEETR



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मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT
TENDER NO. CE/81/2017

NAME OF WORK :- Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park, Vocational Centre at Headland for one year (2017-2018)

SCOPE OF WORK

Annual Maintenance and upkeep of existing as well as future additions of Gardens, lawns & landscaping and other areas inside and along the periphery as directed at Children's park and Vocational Centre at Headland includes:

1. Day today watering, trimming, weeding of the various plants like shrubs, hedges, ground covers, trees, flowering pots, grass lines and lawn areas, uprooting of grass/wild growth from all the paver Blocks, path ways, open and undeveloped areas, sweeping, removal of dry leaves and disposal of all the garden waste in environment friendly way and keeping the entire area clean and pleasant etc. complete as directed by Chief Engineers Representative
2. Supply & stacking of garden earth at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the Plants/trees etc. All labour, tools etc. complete
3. Supply & stacking of cow dung manure at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the plants/trees etc. All labour, tools etc. complete

CHIEF ENGINEER



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मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST

इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT

Tender No.CE/81 /2017

Name of work: Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's Park and Babasaheb Ambedkar Vocational Centre at Headland Sada for the year 2017-2018.

SCHEDULE OF QUANTITIES AND RATES

Sr No	Description of work	Unit of Qty.	Qty	Rate		Total Amount Rs. Ps.
				Per	At Rs. Ps	
1.	<p>Complete maintenance of the entire garden features at Children's park and at Ambedkar Vocational center at Headland having as per yardstick in the garden area i.e. lawn, trees, shrubs, hedge, flower beds, foliage, creepers, flowering and fruit bearing and other trees, palms, flower pots . etc. by carrying out regular garden and horticulture maintenance activities like watering, hoeing, weeding pruning replacement of plants, gap filling, mowing of lawn at regular intervals, trimming of plants /trees, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure, loosening the soil, re-soiling, depot ting and repotting of potted plants and keeping plants alive and healthy, weeding by uprooting wild growth, sweeping and cleaning of the roads, pathways, lawn areas, clearing of dried up and fallen leaves and other foreign matters and keeping the whole premises in excellent condition cutting and clearing of dried up and fallen tree, tree branches, roots in the given time, plucking and handing over of fruits, coconuts as & when directed removal of garden waste and carrying out other garden related works like cleaning of benches, slides, swings etc. including disposal of rubbish generated from lawn and garden in the compost pit and transporting excess up to a lead of 3 kms etc. as directed by deploying minimum specified manpower on all days excluding Sundays and specified holidays and during stipulated hours while taking care of statutory provisions in this regard. All labour, materials, T & P, fuel etc. required to perform these garden maintenance operations as per direction of Chief Engineer or his Representative</p> <p>Approx, total Area /Quantity to be maintained 1)Area around Vocational center-2000.00sq.mts 2) Area of children park - 3000.00 sq.mts. Total Area /Quantity = 5000 sq mtrs</p> <p>Note: i) Soil, manure to be taken from item No.2&3, ii)Fertilizers and pesticides will be supplied by Department free of cost, iii)Minimum garden staff to be to be engaged regularly</p>	Month	12.00	Month	48302.00	579624.00

	a) Gardeners/Mazdoors – 3 nos per day b) Mali -1 no per week					
2	Supply & stacking of good quality red garden earth free from stones, roots, pebbles and other foreign materials etc. at site at places pointed out including royalty and carriage with all leads and lifts. spreading as and when required to the plants/trees .etc. All lab our, tools and plants etc. complete. Note: Garden earth measured in trucks /stack will be reduced by 20% for the purpose of payment.	Cum	25.00	cum	1000.00	25000.00
3	Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish .etc. at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the plants/trees. etc. All labour, tools and plants etc. complete. Note: Cow dung measured in trucks /stack will be reduced by 8%or the purpose of payment	cum	5.00	cum	1200.00	6000.00
					Total = Rs.	610624.00



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मुरगांव पोर्ट ट्रस्ट/MORMUGAO PORT TRUST
इंजिनियरी (सिविल) विभाग/ENGINEERING (CIVIL) DEPARTMENT
Tender No.CE/81/2017

Name of work: Annual Maintenance and upkeep of Gardens, lawns & landscaping
of Children's Park and Babasaheb Ambedkar Vocational Centre at Headland Sada
for the year 2017-2018

'A' Total Amount of Tender inclusive of all taxes (except GST) = "A" Rs.6,10,624.00

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at "A" i.e Rs**6,10,624.00**=

Rs: _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

From the above amount at "A" i.e Rs. **6,10,624.00**=

Rs: _____

'B' Total Quoted Tender Amount inclusive of all Taxes
excluding service tax)In Figure – =

Rs: _____

InWords Rupees _____

Only.

NOTES:

- 1.Tenderers should score either "ADD "or "DEDUCT" as the case may be.
- 2.Tenderers 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.

Witness's

Signature: _____

Name : _____

Address: _____

Tel No: _____

Mobile No: _____

Date: _____

Bidder's

Signature: _____

Name: _____

Address: _____

Tel No: _____

Mobile No: _____

Date: _____

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

FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT

1. In consideration of the Board of Trustees of Mormugao Port Trust (Hereinafter called 'THE BOARD') having agreed to exempt from _____ (Hereinafter called 'The said Contractors') from the demand, under the terms and conditions of an agreement to be entered between Board _____ and _____ for _____ (hereinafter called 'The Said Agreement') of Security Deposits for the due fulfillment by the said contractor of the terms and conditions contained in the said Agreement on production of a Bank Guarantee for Rs. _____ (Rupees _____ only). We _____ Bank _____ (hereinafter referred to as 'The Bank') do hereby undertake to pay to the Board an amount not exceeding Rs. _____ (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by the Board by reason of any breach by the said contractor(s) of the terms and conditions contained in the Said Agreement.

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 Board stating that the amount claimed is due by way of loss or damage caused to or would be cause to or suffered by the Board by reason of any breach by the said contractors of any of the terms or conditions contained in the said agreement or by reason of the contractor's failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regard 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, _____ Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or till the Board certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or within three months from the expiry date i.e. from _____ we shall be discharged from the liability under this guarantee thereafter

3. We, _____ Bank, further agree with the Board that the Board shall have the fullest liberty without our consent and without effecting 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 contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said contractor(s) and to for bear of 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 of extension being granted to the said contractor(s) or for any forbearance act of omission on the part of the board or any indulgence by the Bard to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would put for this provision have effect of so relieving us.

5. Notwithstanding anything stated above, our liability under the guarantee is restricted to Rs. _____ (Rupees _____ only). The guarantee shall remain in force until _____. Unless a suit or action to enforce claim under the guarantee is filed against us within three months from that date, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

6. The Board is authorised to enforce claim against the guarantee at the local branch of the Bank in Goa in case such as eventually of encashment arises.

7. We, _____ Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.

Dated _____ day of _____ 2017.

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:

Signature

Date:

(Name: _____)