



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST ENGINEERING CIVIL DEPARTMENT

Tender Document **e-TENDER No. CE/18 /2019**

First cover

(Technical bid)

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

CIVIL Engineering Department
Second floor , ,Mormugao Port Trust Administrative Bldg.,
Headland Sada, Goa 403 804.

Telephone No.08322521160
Fax No.2521165

Website:

<https://eprocure.gov.in/eprocure/app>

Due date of uploading till 15.00 hrs on 03.06.2019

Any amendments to this tender including the dates, corrigendum, clarifications, if any etc. shall be posted on the e-portal of Govt. of India. (www.eprocure.gov.in). The tenderers are required to keep themselves informed of the developments by visiting websites regularly.



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MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT

e- PORTAL NOTICE INVITING ONLINE TENDER (NIOT)
e - TENDER NO: CE/18 /2019

NIOT will be uploaded on the website www.eprocure.gov.in and www.mptgoa.gov.in

DETAILS OF TENDER

Tender Information

1	Organization	Mormugao Port Trust (MPT)
2	Department & Section	Engineering Civil Department Maintenance Section ,Headland
3	Tender Inviting Authority	CHIEF ENGINEER, Second Floor, Mormugao Port Trust Administrative Bldg., Headland Sada, Goa 403 804.
4	E-Tender Reference NO.	CE/18/2019
5	Name Of The Work	“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.
6	Scope of work	The work comprises of Housekeeping of Port Hospital premises having total floor area of Aprox 12,000sqm.spread on basement, F.Floor and S. Floor by deploying specified manpower's such as sanitary sweepers, Health workers and Attenders between 7.00 hrs to 2.00 hrs &15.00 to 18.00 hrs on daily basis on all week days as well as on shift basis as directed for performing their specified housekeeping duties which basically includes the following activities like Sweeping and mopping of the entire floor area of the Hospital building. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dadoo with detergent powder like Vim, Biz, harpic, odopic, etc & Attending patient for their related specified duty like receiving of the patients on admission. etc, Attending to Doctors, Nurses. Cooks and other Medical staffs.as directed etc complete.
7	Estimated Cost of work put to tender	Rs.66,45,190.00
8	Security deposit(SD)	5% of the contract value to be deposited in the form of Demand draft, Banker's cheque and to release on completion of work/defect liability period as applicable
9	Retention Money (RM)	5% of the contract value to be retained from the running bills and to be released on completion of work/defect liability period as applicable.
10	Bid call (Nos)	One
11	Bid Validity	120 DAYS
12	Tender Currency Type	Indian Rupees(INR)

13	Contract Duration	12(twelve) months and same may be further extendable for one more year on the same terms and conditions.	
14	Tender Fee	Rs.2,000/-	Mode of payment :Online through e-payment /Demand Draft as below
15	EMD Cost	Rs.66,452/-	
16	Payment of Tender Fee & EMD	<p>The Tender fee and EMD shall be paid in e-payment mode or by Demand draft drawn in favour of FA& CAO, MPT payable at Mormugao Goa, to be submitted in original in sealed envelope, two hours before the due date and time of opening of the tender. Mode of Payment towards Tender Cost & Earnest Money Deposit (EMD) to be paid online through e-Payment mode as under :</p> <ol style="list-style-type: none"> i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires download pre-printed Challan towards credit of MPT and make its payment through any of their Bank. UTR no. to be made available along with the tender documents for the proof of submission of tender cost and EMD failing which their tender will not considered for evaluation. ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay. iii. Net Banking: Payment can be made through the Internet Banking of Any Bank. iv. Bank details are given in the next page and NEFT/RTGS to be used for that account only. v. Proof of payment made has to be enclosed with the tender such as UTR details <p>Note:</p> <ol style="list-style-type: none"> i) Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment ii) D.D. if any should be submitted in original to the office of Chief Engineer's Account section in sealed envelope with tender number and name of work latest by two hours before opening of the technical bid . iii) Exemption for SSI and MSME units shall be applicable towards EMD as per the Govt. Guidelines 	

17	Minimum Eligibility Criteria (MEC)	<p>1.0 FINANCIAL ELIGIBILITY:</p> <p>Bidder's average Audited Annual Financial Turnover during the last 3 years ending 31st March 2018 should be at least Rs.19.93 Lakhs.</p> <p>2.0 TECHNICAL ELIGIBILITY:</p> <p>2.1The Bidder's should have experience of having successfully completed Similar works" during last seven years ending last day of the month previous to the one in which the tenders are invited either of the following:-</p> <p>One similar work costing not less than Rs.53.16 Lakhs OR Two similar works each costing not less than Rs.39.87 Lakhs OR Three similar works each costing not less than Rs.26.58 Lakhs.</p> <p>Note:</p> <p>i) "Similar work" means Housekeeping or sanitary cleaning or maintenance works of the buildings</p> <p>ii) Attested Copies of the Audited Profit & Loss Account & Balance Sheets and Turnover certificate duly signed by Chartered accountant for the last 3 years ending 31st March 2018 should be provided as supporting documents for financial eligibility as '1' above.</p> <p>iii) Attested Copies of the Purchase/Work Orders along with corresponding Completion Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last on the day of the month previous to the one in which the tenders are invited should be provided as supporting documents for technical eligibility as '2' above .</p>
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18	Online Documents Required to be Submitted online :	<p>Scanned Copies of the Following Documents :</p> <ol style="list-style-type: none"> 1. Attested copy of the submitted Banker's Pay Order or Demand Draft for tender fees and Earnest Money Deposit OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of cost of EMD 2. Attested Copies acknowledgement of income tax return filed, Audited Profit & Loss Account & Balance Sheets along with annual financial turnover certificate of the tenderer duly signed by Chartered accountant for last three years ending 31st March of the previous financial year should be provided as supporting documents. 3. Copies of the Purchase/Work Orders along with corresponding Completion Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which the tenders are invited. 4. Complete Set of the Tender Document along with all requested Annexures, proformas duly filled in, complete in all respects, all pages signed and sealed by Authorized Signatory of the Firm. 5..Attested copy of PAN Card. 6. Attested copy of ESI , EPF& GST Registration Certificate. 7. Attested copy of registration /empanelment certificate with Government/semi government/PSU..etc. if any.
19	Format and Signing Of Bid	<p>The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.</p> <p>The Bid shall contain no alterations, additions, except those to comply with instructions issued by the Port.</p>
20	Bid Opening Authority	Chief Engineer / Civil Engineering Department
21	Date and place of pre-bid meeting	There is no pre-bid meeting however for any query may please contact Office of the Chief Engineer, Mormugao Port Trust, A.O. Bldg., Headland Sada, Goa - 403 804.
22	Last date and time for receipt of bids	03/06/2019 up to 15 Hrs.
23	Bid opening date	Techno-commercial Bid (Cover-I) will be opened on 04 / 06 /2019 @ 15.30 Hrs. Date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid.
24	Contact Details for Clarifications	<ol style="list-style-type: none"> 1.Executive Engineer /HL Phone : (0832) 2594609 2.Asst. Engineer /HL Phone : (0832) 2594625

25	e-Tendering help contact details	<p>For Tender related queries --- Phone :0832 – 2594609 / 2594625;</p> <p>For e-Tendering help contact: The Help Desk will be your first point of contact at NIC. Telephone: For any queries, please call 24 x 7 Helpdesk No.:0120-4200462,0120-4001002,0120-4001005, 0120-6277787</p> <p>Email: Kindly send your Technical queries to cppp-nic@nic.in</p> <p>Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue with the Contact details. For any issues/ clarifications relating to the tender</p>
26	Website	<p>www.eprocure.gov.in & https://www.mptgoa.gov.in</p>
27	Format and Signing of Bid	<p>The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.</p> <p>The Bid shall contain no alterations, additions, except those to comply with instructions issued by the Port.</p>

Further details <http://eprocure.gov.in/eprocure/app>

**Chief Engineer
Mormugao Port Trust**



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18/2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

Content of Tender Documents

COVER NO. 1 (TECHNICAL BID)

Sl No	Content
1	Tender Notice
2	Instructions for Online Bid Submission
3	Appendix – I.
4	Additional General conditions of contract
5	Form of Tender
6.	Annexure-I: Declaration
7	Annexure-II: Electronic Payment System Mandate Form
8	Annexure-III: Bidders Profile to be filled the Tenderer
9	Annexure-IV: Proforma of Pre contract Integrity Pact
10	Vendor Registration Form
11	Proforma for GST Details
12	Scope & Technical specification of work
13	Annexure-A: Duties of Sanitary health Worker
14	Annexure-B: Duties of Hospital Attender
15	Directions to Tenderers for filling in the Schedule of quantities & rates
16	BOQ for view only
<u>COVER NO. 2 (PRICE BID)</u>	
1. Schedule of Quantities & Rates/BOQ	

MORMUGAO PORT TRUST,
ENGINEERING CIVIL DEPARTMENT,
MAIN ADMINISTRATIVE OFFICE BLDG,
HEADLAND, SADA, GOA.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18 /2019

Electronic tenders (e-tenders) in two cover system are invited on Percentage Rate Basis from the contractors Unregistered and Registered with MPT/ PWD/ CPWD/ Railways/ Central/State Govt., GSIDC, etc. fulfilling the eligibility criteria stipulated in the tender to execute the work of “Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

1. Brief details of the work :-

Tender No.	Name of work	Cost of tender document (nonrefundable)	Estimated cost of work put to tender	Sale /Loading of tender documents From/To
	Class of contractor eligible to tender	Earnest money deposit	Period of contract	Date of opening of Technical bid
CE/18 /2019	“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.	Rs.2,000/-	Rs.66,45,190/-	17/05/2019 to 03/06/2019 up to 15.00hrs
	As per MEC stipulated in the tender	Rs.66,452/-	12(twelve) months. further extendable for one more year on the same terms and conditions .	04/06/2019 at 15.30 hrs.

2. Detailed tender notice along with complete tender documents can be downloaded from our Website: <http://eprocure.gov.in/eprocure/app> & www.mptgoa.gov.in before the last date of sale of tender document.

3. For further details and general enquiries, prospective bidders may contact the Executive Engineer (HL), telephone no. 0832 2594609, during working hours before the last date and time of sale of tender document.

4. Unregistered contractors participating shall have to submit the required documents viz; solvency certificate, ESI, EPF and register your details with Chief Engineer, MPT. After scrutiny of documents if firm fulfills the requirements for registration under the desired class then their offer shall be considered for opening and evaluation.

Chief Engineer
Mormugao Port Trust



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER No. CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of oneYear (2019-20)”.

Tender Notice

1. Invitation :

1.1 Electronic tenders (e-tenders) in two cover system on Percentage Rate Basis are invited by Chief Engineer on behalf of Trustee of Mormugao Port Trust from the experienced, resourceful contractors Unregistered as well as from Registered with MPT/ PWD / CPWD/ Railways/ central/ State Govt., GSIDC, etc. with proven technical and financial capabilities a per the Minimum eligibility criteria stipulated in the tender to execute the work of “Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”. Bidder is required to submit their tender offer in the form of two cover system, the first cover containing technical information’s and second cover containing the price bid.

1.2. Interested eligible tenderers may obtain further information and inspect the tender documents at the e-procurement website <http://eprocure.gov.in/eprocure/app>. This website can also be accessed by clicking the link at MPT’s website www.mptgoa.gov.in

1.3. For further details and general enquiries, prospective bidders may contact the Executive Engineer (HL), telephone no. 0832 2594609, during working hours before the last date and time of sale of tender Document.

1.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Tendering Documents. Failure to furnish all information or documentation required by the Tendering Documents may result in the rejection of the Tender.

1.5.1. Minimum Eligibility criteria (MEC) Pre-qualification Criteria / Bidding Condition

To qualify for the tender, the tenderer must satisfy the Financial and Technical eligibility criteria, as detailed in Table-I below. **Table –I**

Cost of work put to tender in Rs	Financial criteria	Technical criteria				
	Minimum average annual financial turnover during last three years ending last financial year Rs (in lakh)	Three similar works completed during last seven years ending last month prior to publication /upload of tender each costing not less than Rs (in lakh)	O R	Two similar works completed during last seven years ending last month prior to publication /upload of tender each costing not less than Rs. (in lakh)	O R	One similar works completed during last. Seven years ending last month prior to publication/ upload of tender each costing not less than Rs (in lakh)
66,45,190.00	19.93.	26.58		39.87		53.16

Note: 1. “Similar nature of work means” : “Housekeeping or sanitary cleaning /maintenance works of the buildings .

2. The Tenderer shall furnish following specific document for fulfilling the eligibility criteria as documentary proof for:
 - a) **Financial Criteria-** Attested Copies of the Audited Profit & Loss Account & Balance Sheets and Turnover certificate duly signed by Chartered accountant for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents for financial eligibility as '1' above .
 - b) **Technical criteria:-** Attested Copies of the valid license issued by Directorate of Agriculture state/ central authority for carrying out pest control services and Work Orders along with corresponding Completion Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which the tenders are invited..
3. The tenderers will be scrutinized based on the Eligibility Criteria detailed in Clause No.1.5.1 above and on submission of proof of fulfilling financial and technical criteria as per 2(a) &(b) respectively . The Second Cover of the short-listed tenderers will be opened on the date and time, which will be intimated subsequently.

1.6. Procedure for obtaining Tender Documents:

Interested tenderers will have to download the tender document from MPT website www.mptgoa.gov.in and/or <https://eprocure.gov.in/eprocure/app>. The bidder has to submit the tender fee with their offer in the form of Demand Draft or Pay Order towards non-refundable tender fee of Rs.2000/- (Rupees two thousand only). The Demand Draft or Pay Order will be drawn in the favour of " FA &CAO ,Mormugao Port Trust . The downloading of the tender documents shall be carried out strictly as provided on the web site. No editing, addition / deletion of matter shall be permitted, if such action is observed at any stage, such offer is liable for outright rejection.

1.6.1 . . Bid Submission

The detailed procedure for online bid submission has been provided in "Instructions for Online Bid Submission" of this tender. Complete bid submission is online on the website www.eprocure.gov.in Bidders shall have to submit sealed cover containing Banker's Pay Order or Demand Draft towards Tender Fees and EMD only in the box provided in the AEN/ Accts.office of the Chief Engineer,'s Account section, Civil Engineering Department, Mormugao Port Trust, , 2nd Floor, Headland , Sada - 403801 on or before the Due Date and Time as pacified in NIOT.

Sr. No.	Documents to be submitted online	Documents to be submitted in physical mode (Hard Copy)
1.	Scanned copy of Banker's Pay Order/ challans in the e-Tender website as a token of payment. or Demand Draft towards Tender cost OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of cost of tender fee, if applicable.	Banker's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft towards Tender cost OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of cost of EMD. if applicable

2	Scanned copy of Banker 's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft for EMD OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of EMD , if applicable.	Banker's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft for EMD OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of EMD, if applicable .
3	Scanned copy of Exemption granted for MPT registered contractors, if applicable.	Copy of Exemption granted for MPT registered contractors, if applicable
4	Duly filled and signed scanned copies of Supporting Documents for Eligibility Criteria mentioned in Tender Notice.	ONLINE SUBMISSION ONLY. HARD COPIES NOT REQUIRED
5	Scanned copy of duly filled in and signed on relevant pages of Tender Set. (FIRST COVER)	
6	Scanned copy of duly filled in and signed Bill of Quantities (BOQ) (SECOND COVER)	
7	Scanned copy of duly signed copy of PAN Card.	
7	Scanned copy of duly signed copy of GST Registration Certificate.	
8	Scanned copy of duly signed copy of Registration if any	
9	Scanned copy of Integrity Pact – Annexure-IV	NIL

1.7: **PRICE BID (BOQ)** :Price should be quoted in a spread sheet file (.xls format) available in e-procurement Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose.. The bidder should submit the scanned price bid after filling all the figures according to the Instructions for Online Bid Submission and instructions at e-Procurement website <https://eprocure.gov.in>. Price bid should not be submitted in hard copy format in any case.

1.7.1 The Quoted rates should be workable and reasonable and should include payments to all the contract workers as per the ongoing minimum wages notified by labour commissioner(c) in time to time including ESI,EPF benefits ,cost of materials ,uniforms,supervision,other miscellaneous expenditure and all overheads and profits .

1.8. **LAST DATE FOR SUBMISSION OF TENDER**

The final date of submission is as indicated at the NIOT. MPT may at its sole discretion reserves the right to extend the date for receipt of tender. Tenders received after the aforesaid time and date or the extended time and date, if any, shall be summarily rejected.

1.9. BIDDER TO INFORM HIMSELF FULLY

- a. The Bidder is expected to examine carefully the contents of the tender document like Instructions to the Bidders, General Conditions, Special Conditions, Scope of work, Technical Specification etc. Failure to comply with the requirements of the tender will be at the Bidder's own risk. It would be deemed prior to the uploading of the tender that the Bidder has made a complete and careful examination of requirements and other information set out in the tender document including inspection of site.
- b. The Bidder is advised to get acquainted himself with the job involved at the site, like availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of Goa and Govt. of India and any other Statutory bodies as well as MPT regulation for the issue of passes and collect all information that may be necessary for preparing and submitting the tender and entering into Contract with MPT.
- c. Bidder shall bear all costs associated with the preparation and uploading of his tender and MPT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

1.10. EARNEST MONEY DEPOSIT (EMD)

- a. The Earnest money (EMD) payable by the Bidder in respect of this tender is Rs 66452/- shall be furnished as part of its Tender. Tender without EMD shall be treated invalid. The **E.M.D. shall be in the form of e-payment** only or as indicated at the NIOT.
- b. In the event of Bidder withdrawing his tender before the expiry of tender validity period of 120 days from the date of opening of technical bid, the tender submitted by the Bidder shall be cancelled and EMD shall be forfeited.
- c. **The Earnest Money Deposit (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 bidder will be retained as initial security deposit (ISD) towards Security Deposit, and shall be refunded if contractors opt to submit the total SD in the form of BG of the Schedule Bank for full amount mentioned above .
- d. Tenderers who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME may 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.

1.11. MPT'S RIGHT TO ANNUL THE BIDDING PROCESS

- a. Notwithstanding anything contained in this tender document, MPT reserves the right to annul the bidding process at any time without any liability or any obligation for such annulment, without assigning any reason.
- b. MPT reserves the right to invite revised Techno-commercial bids with or without amendment of the tender document at any stage, without liability or any obligation for such invitation and without assigning any reason.
- c. MPT reserves the right to reject any Tender if at any time, a material misrepresentation is made or uncovered OR the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the tender.

1.12. TENDER VALIDITY

The tender shall remain valid for acceptance for a period of 120 days from the date fixed for opening of Technical Bid. MPT reserves their right to extend the period of validity for a specific time. The request and the response, there to, shall be made in writing by post or by Fax/E-mail. However, in the event of the Bidder agreeing to the request, he shall not be permitted to modify his tender. In the event of the Bidder is agreeing to the extension, the Bidder shall correspondingly extend the validity of the tender suitably against this Tender. In case Bidders do not agree to extend the validity of their offer beyond the validity period, EMD of such Bidders shall be refunded after award of the contract.

1.13. AUTHORITY IN SIGNING TENDER DOCUMENTS

- Documents required to upload shall be signed by a person or persons duly authorized to sign on behalf of the Bidders and scanned.
- At the time of uploading of the tender document, the Bidder shall give an undertaking that no changes have been made in the document as per declaration form and same to be signed, stamped, scanned and uploaded.
- The tender, if uploaded on behalf of principals or a Partnership Firm should be signed either by all the partners or some of the partners or other person/s holding a valid "Power of Attorney" from other partners or all the partners constituting the firm or the Principals as the case may be on all the uploading documents.
- In case of a Company, the tender should be signed by a person holding a valid Power of Attorney executed in his favour in accordance with the constitution of the Company.

1.14. AMENDMENTS

- a. At any time, prior to the last date for submission of tenders, MPT reserves the right to amend and modify the tender document. The amendments so carried out shall be uploaded on the website and also forwarded to the Bidders who had participated in the pre-bid meeting.
- b. The amendment so carried out shall form part of the tender and shall be binding upon the Bidders. MPT may at their discretion, extend the last date for submission of the tender, to enable the Bidders to have reasonable time to submit their tender after taking into consideration such amendments.

1.15. TEST OF RESPONSIVENESS

- i) Prior to evaluation of Applications, the Authority shall determine whether each Application is Responsive to the requirements of the tender. A tender shall be considered responsive only if:
 - a. It is received by the Tender Due date including any extension thereof;
 - b. Tender cost is Rs.2000/- and the Earnest Money Deposit of **Rs 66452/-** has been remitted through e-payment or as indicated at the NIOT and submission of proof of payment thereof.
 - c. The Auditor's report and Financial Turnover certificate for the last three years endorsed by Chartered Accountant shall be submitted in original along with relevant profit and loss statements.
 - d. Copies of valid license for pest control from state central authority and work order for similar works, successful completion certificate with performance, period and value of work done as specified in minimum eligibility criteria of the tender..
 - e. The bank details like name of bank, bank branch, type of account, bank Account no., MICR code, etc.
- ii) The bidder should possess a valid GST Registration Certificate, PAN, EPF registration and ESI registration number.
- iii) The bidder should not be blacklisted by any Government or Non Government organisation.
- iv) The Tender fee and EMD shall be furnished as indicated in the NIOT. Upon confirmation of receipt of the same the Techno-commercial bid (Cover-I) shall be opened on the date indicated at the NIOT. The Price-bid of only those Bidders shall be opened whose Tender is found to be responsive. The date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid. The Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.

1.16. NO FURTHER INFORMATION'S/ DOCUMENTS WILL BE ASKED TO THE BIDDERS FOR QUALIFYING

Bidders are advised to submit full and complete information/documents as specified in the Tender Document with regard to tender requirement. Employers at their discretion may decide not to seek any clarification of bid document. In the event of non-availability of required information / documents essential to qualify for the bid, bidders will be solely responsible for their disqualification."

1.17. OTHER EXPENSES

All costs charges and expenses including any duty in connection with the Contract as well as preparations and completions of Agreement if desired by MPT's attorneys shall be borne and payable by the Bidder. Bidder shall ascertain the taxes and duties to be paid on his own before the submission of the bid. All taxes & duties, to be paid to Govt. of India, Govt. of Goa or any statutory bodies shall be paid by the Contractor for stamp duty.

1.18. CONTRACT WORKS AND CONTRACT PRICE

- a. The work to be carried out (herein after referred to as "the Contract Works") and the Price for the same (herein after called "the Contract Price") shall include the work described in the specifications, schedules, drawings, etc. annexed hereto.
- b. Except where otherwise expressly provided, the Contractor shall provide all materials, labour and Plant and things necessary in connection with the Contract work although everything may not be fully specified and although there may be errors and omissions in the specifications.
- c. **SCHEDULE OF PRICE**
 - The Schedule of price/BOQ shall be read in conjunction with all other sections of bidding document.
 - The total prices will be evaluated based on capital cost
 - The price offered should be firm and inclusive of all taxes & duties except GST which will be paid extra as applicable. However, any new tax will be imposed by State/Central Govt. and same will be reimbursed on producing documentary proof.
- d. Bidder shall quote for the work after careful analysis of cost involved for the performance of the works as per Scope of Work, Scope of Supply, Specifications, Standards, Drawings, General Conditions of Contract and Special Condition of Contract.
- e. The Price shall include all expenditure incurred towards mobilization and demobilization.

1.19 LANGUAGE OF TENDER

The Tender submitted by the Bidder and all correspondence and documents relating to the Tender exchanged by the Bidder and MPT shall be written in the English language.

1.20 TENDER OPENING, SCRUTINY AND EVALUATION OF TECHNICAL BID

Tender that is substantially responsive is that which conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the Bidder, or (2) which limits in any substantial way, inconsistent with the Tender document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Applicant presenting substantially responsive bids .

Since the tender involves selection based on Minimum eligibility criteria, test of responsiveness and technical specification, the Chief Engineer will examine and seek clarification if any and list out the firms, which are found responsive and BOQ of such tenders only will be opened and EMD will be returned to the unresponsive Bidders..

The date and time will be intimated to Bidders whose offers are found suitable and BOQ of such Bidders will be opened. After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any Bidder to influence the Port Trust in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Bidders bid.

To assess the scrutiny, evaluation and comparison of tenders, the Port Trust may ask Bidder individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the Bidder permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

1.21 OPENING OF PRICE BID (BOQ)

The date of opening of the BOQ will be intimated to the bidder who will qualify for technical cover. Price should be quoted as per BOQ.

1.22 EVALUATION OF PRICE BID

- a. The price offered should be firm and inclusive of all taxes & duties except GST which will be paid extra as applicable. However, any new tax will be imposed by State/Central Govt. and same will be reimbursed on producing documentary proof.
- b. MPT will evaluate and compare only those bids, which are substantially responsive.
- c. The price quoted by the Bidder shall be considered for the purpose of evaluation and comparison.
- d. In arriving at the final evaluated prices of the Tenders, any uncalled for lumpsum/percentage/or adhoc reduction, if any, offered by the Bidders, in the Schedule of Price shall be considered for the purpose of evaluation. However, if such reduction/rebate is from the recommended Bidder, then such rebate shall be taken into account while awarding the work.
- e. In arriving at the final evaluated prices of the bidders, evaluation of offer will be based on the lowest price quoted.

1.23 MPT'S RIGHT TO ACCEPT OR REJECT A BID

MPT reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by MPT shall bear no liability whatsoever consequent upon such decisions.

1.24 AWARD OF CONTRACT

The Bidder, whose Bid is accepted by MPT shall be issued Letter of Acceptance (LOA) prior to expiry of Bid validity. Bidder shall confirm acceptance by returning a signed copy of the LOA. MPT shall not be obliged to furnish any information/clarification/ explanation to the Contractors as regards non-acceptance of their Bid.

- 1.25 The e-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.2000/- which sum will not be refunded.

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

1.27. Duration of contract:

The contract shall initially be valid for one year and extendable further period of up to one year based on satisfactory performance on the same terms and conditions and at the discretion of the Chief Engineer. The rates quoted shall remain unchanged during the period of contract

- 1.28 **SECURITY DEPOSIT:** The security deposit for due performance of the contract shall comprise of the following:
- a) **Initial security deposit (ISD) .EMD** will be converted as(ISD) Initial security deposit **PLUS**
 - b) **Retention Money (RM) equivalent** to ten percent(10%) of the contract value in rupees will be deducted from the running bills .The entire amount of 10% of the value of the contract may be paid in Demand Draft /Pay Order or in the form of Bank Guarantee at the time of acceptance of tender. The Security deposit will be released after successful completion of the work / Defect Liability Period.
- 1.29 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 on demand.
- 1.30.Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders.
- 1.31.Counter conditions stipulated in completion period by Contractor will not be considered. Tenders with counter condition are likely to be rejected summarily without assigning any reason thereof.
- 1.32 The tenderers are strongly advised to inspect the site of work and acquaint themselves with site conditions, nature and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer HL, Tel. No. 2594609.
- 1.33 The Chief Engineer and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.
- 1.34 .GST registration is mandatory service tax applicable shall be paid extra with running bills against the submission of Tax Invoice.
- 1.35. There is no Maintenance/defect liability period to this work .
- 1.36 Income tax ..etc if applicable from shall be deducted from the amount payable to the contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the Contractor.
- 1.37.GST registration for the bidder is mandatory. Bidder has to enclose attested copy of GST Registration no along with the Tender. GST has to be claimed extra as applicable while Submitting the Bill/bills.
- 1.38. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
- 1.39The 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.
- 1.40. The successful bidder shall have to furnish HSN /SAC Code for each items of the work
- 1.41 The work is to be carried out as described in Schedule of Quantities & Rates attached herewith to this tender and as directed.
- 1.42. The bidder has to execute Integrity Pact Agreement with Mormugao Port Trust (as per Annexur-IV). Scanned Copy of Pre-Contract Integrity Pact (as per Annexure) is to be uploaded along with the bid.

1.43. Fraudulent documentation by bidders:

Submission of fraudulent documents by the bidder shall be treated as major violation of the tender procedure and in such cases, the Port shall resort to forfeiture of EMD/SD/BG of the bidder, apart from blacklisting the firm for the next 3 years. The list of blacklisted firms shall be published on Port Trust website.

1.44 The successful Contractor shall comply fully with all Central and State laws dealing with the employment of persons, apprentices etc. including the Employment of Children Act, 1938, Payment of Wages Act, 1936, the Workmen's Compensation Act, 1923, the Factories Act, 1948, the Minimum Wages Act, 1948, Dock Labour Regulations, Contract Labour (Regulation and Abolition) Act 1970. Employees Provident Fund Act (EPF), ESIC regulations and any statutory amendment or re-enactment thereof for the time being in force.

1.45The contractor shall at all the time should indemnify to the Chief Engineer against all the claims ,damages or compensation under the provision of payment of wages Act 1963,Minimumwages Act 1948,EPF&ESI Act ,Employers liability Act 1938,The workman compensation Act 1923,Industrial dispute Act 1947,Maternity benefit Act,1961,Payement of bonus Act 1965or any modifications thereof or any other law relating thereof and rules made hereunder from time to time . Minimum wages has to be paid as per Central Govt. Act.

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

1.47 Further details can be had from the office of the undersigned at the Administrative Office Building of MPT at Headland, Sada.

**Chief Engineer
Mormugao Port Trust**



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/18/2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**Chief Engineer
MOrmugao Port Trust**

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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/18 /2019

APPENDIX-I

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

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

S.N.	Particulars	Details
1.	Amount of Security Deposit and time	5% of the contract value to be retained till completion of defect liability period
2.	Period for commencement from the Chief Engineer's orders to commence.	Within one week
3.	Time of Completion	12(twelve) months from date of award of contract. However, the same may be further extended for one more year on the same terms and conditions.
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 the contract.
5.	Period of maintenance.	Nil
6.	Percentage of retention from each running account bill	5%. Of contract value to be retained from the running bills and to be on completion of defect liability period.
7.	Limit of Retention Money	5% value of the contract.
8.	Total Security Deposit and Retention Money.	10% value of the contract.
9.	Minimum amount of interim Certificate.	Accepted Monthly price
10.	Time within which payment to be made after contractor's submission of the bill.	100% within 5 days of submission of bill in quadruplicate with Engineers certification.
11.	Mobilization advance	Not applicable to this contract.
12.	Interest rate on Mobilization advance	Not applicable to this contract.

S.N.	Particulars	Details
13.	Mode of recovery of Mobilization advance	Not applicable to this contract
14.	Escalation (Variation in price of labour and materials)	Not applicable to this contract.
15.	Arbitration	Not applicable to this contract
16.	Minimum amount of third party insurance	5% of the tender amount

Dated this _____ day of _____ 2019
 Signature _____ in the _____ capacity of _____
 _____ duly authorized to sign tender for and on behalf of
 _____.

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e- TENDER NO.CE/ 18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

ADDITIONAL GENERAL CONDITIONS OF CONTRACT

1. The E-tender is on percentage rate basis. The quantities mentioned in the Scheduled of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed.
2. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary policies to the Department.
- 3.(a) With out limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) The contractor shall insure at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the /Excepted Risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of operation of the works for any loss or damage occasioned by the contractor in the course of any operation carried out by him for the purpose of complying with his obligations under clause 45 of G. C. C. (Vol. I)
 - (i)The works and the temporary works to the full value of such works executed from time to time.
 - (ii).The materials, machinery / plants and equipment and other things brought on to the site by the contractor to the full value of such materials, machinery plant and other things.
- 4 Such insurance shall be effected with an insurer and if terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or construction of any work constructed with material or workmanship not in accordance with the requirement of the contract.
- 5 (a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (including any employee of the Board) by or arising of execution of the works or Temporary Works or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C. (Vol. I).
- 5 (b) Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium.

6 The contractor shall insure against accident, injury etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representatives such policy of insurance and the receipt for payment of the current premium. Provided always that in respect of any persons employed by any sub-contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or the Chief Engineer's representatives when required such policy of insurance and the receipt for payment of the current premium.

7. If the Contractor shall fail to effect and keep in force the insurance referred to in the above mentioned clauses hereof or any other insurance which he may be required to effect under the terms of the contract then and in any such case the Board may effect and keep in force any such insurance and pay such premium or premium as may be necessary for that purpose and from time to time deduct the amount so paid by the Board with interest as stated in Vol . I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

8.SUPPLY OF WATER:

The contractor shall as far as practice having regard to the conditions, provide on the site to the satisfaction of the Chief Engineer's Representatives, adequate supply of drinking water and other water for the use of Contractor's Staff and Workmen etc.

9.EPIDEMICS

In the event of any outbreak illness of an epidemic nature, then contractor shall comply with and carry out such regulations, orders and requirements as may be made by the Government or the Local Medical or Sanitary' Authorities for the purpose of dealing and overcoming the same.

10.DISORDERLY CONDUCT ETC:

The Contractor shall, at all times, take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons and property on the neighborhood of the works against the same.

11.SAFETY DEVICES ETC:

In partial modification of Clause No. 31 of the General Conditions of contract, the contractor shall at his own expenses provide necessary safety devices such as safety footwear and gloves, helmets, safety belts, proper lights in night time in the premises etc for all working labour/employees etc. to the satisfaction of the Chief Engineer or his Assistants.

12.ACCIDENTS:

The contractor shall, 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 accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities.

13.The tender is on Percentage Rate Basis and the Tenderers are required to fill the Schedule of Quantities and Rates as stated in Directions to Tenderers for filling in the Schedule of Quantities and Rates.

14.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.

15. All applications for issuance of Photo Identity Cards shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agents at free of cost as prescribed from time to time and the same shall be valid for the duration for the contract or a period of one year, whichever is less.
16. Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas on the lease basis as mentioned in Schedule 'C'. 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.
17. No temporary structures / sheds, which are constructed to house the contractor's office/store/labour hutment's, shall be permitted to be retained after the Contract period.
18. The portion of Security Deposit due for refund in accordance with the conditions of contract, after successful completion/ defect liability period.
19. Further to the provisions in the General Conditions of Contract, upon the Chief Engineer certifying that in this opinion, the contractor, after receiving from the Chief Engineer, a written notice,
- (i) Has suspended progress on any portion or items of the works for seven days, or
 - (ii) Has failed to make proper progress on any portion or items of the works for seven days, or
 - (iii) Has failed to complete any portion or items of the works by the time specified by the Chief Engineer
or
 - (iv) Has failed to remove from the site for seven days, material which have been condemned and rejected, or
 - (v) Has failed to pull down within seven days and rebuild within the time stipulated by the Chief Engineer works which have been condemned and rejected, or
 - (vi) Has failed to give to the Chief Engineer or his representatives proper facilities for inspecting the works or any part thereof for three days, or
 - (vii) Has failed to carry out proper tests for three days on any work or materials, then the Trustees, without restricting, prejudice to their rights under Clause Nos. 57.1 of the General Conditions of Contract and expelling the contractors from the site of works, without determining the contract and while permitting the contractor to carry out or employ another agency to carry out at the risk and cost of the contractor.
- (a) The execution of such portions or items of the works which the contractor has suspended or failed to make proper progress or failed to complete within the specified time, and / or (b) Removal of condemned and rejected material from the site, and / or (c) pulling down and rebuilding of condemned and rejected works, and /or (d) the provision of proper facilities to the Chief Engineer or his representative for inspecting the works, and / or (e) non testing of any work or materials as directed. In such cases, additional expenditure incurred, if any by the Trustees over and above that which would have been incurred by them had above works been carried out by the contractors under the terms of this contract shall be paid by the contractor to the Mormugao Port Trust. The Trustees reserves their right to recover their additional expenditure from the moneys payable to the contractor or from deposits or such amounts that may have been lodged by the contractor with the Mormugao Port Trust for due performance of the contract under these presents. The Trustees further reserve their right to recover such additional expenditure from the moneys payable to the contractor for any other contract or transactions of any nature whatsoever existing between the Trustees and the contractors.

20. All the material to be used for the work shall be as far as possible, in accordance with the relevant specifications. However, the final approval of the material shall be at the sole discretion of the Chief Engineer of his representative depending upon the availability of the material in the market.

21. VALUATION OF EXTRA ITEMS OF WORKS & VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS

(A) VALUATION OF EXTRA ITEMS OF WORKS

The rates of extra items of work not contained in the Schedule of Quantities and Rates, shall be fixed only on the following basis:

- (a) from similar items, if such items exists in the tender, or
- (b) from any comparable item, if such items exists in the tender.
If (a) and (b) are not available then,
- (c) from MPT's SOR / Rate Analysis and using current costs of labour and materials and with allowance of 10% on direct costs towards the contractor's profit and over head.
If (a), (b) and (c) are not available then,
- (d) from actual direct cost of labour and materials consumed and with allowance of 10% towards contractor's profit and overhead.(In such cases, rates of labour and materials and hired charge of hired plant shall be supported by vouchers).Rates of labour and material and hired charges for plant owned by the contractor shall be fixed by the Chief Engineer.

(B) VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS:

In the event of any modification in the work being effected in the items of work covered in the Schedule of Quantities and Rates with the prior approval of the Chief Engineer in such cases, only such modified items of work shall be revalued on the basis of MPT Rate Analysis pertaining to that item of work. If the modification is effected by the contractor without prior approval of the Chief Engineer, then the Chief Engineer will be at liberty to reject the same. However, in the event of Chief Engineer's acceptance on such work, the same will be re-valued on foregoing basis but the rate arrived at will be reduced by 10%.

22. MODE OF PAYMENT:

The procedure for preparation and settlement of contractor's bills will be as per measurements.

- (i) Interim Certificate value is per month and same may be payable after submission of bill along with four copies (enclosed with ESI, EPF, MR, Wage register etc), on joint record (Undisputed bills) will be paid within 20 working days through SAP from the date of submission of bill by the Contractor, except final bill.
- (ii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealings with the Mormugao Port Trust.
- (iii) Retention Money will be recovered through the bills at the rate of 10% of the amount certified in each bill, till an amount equivalent of 5% of the contract Price is accumulated.

23) FACILITIES FOR WORKERS OF OTHER AGENCIES:

Contractor shall take care to see that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, laying of cables or any other work, which will be awarded during currency of this contract. The contractor, shall accord all facilities to various agencies / contractors such as place for storing their material place for site office, etc. in consultation with the site Engineer and carry out his activities in close co-ordination with all agencies.

24. The contractor shall have EPF and ESIC Registration No. of the firm and shall contribute towards Employees Provident Fund (EPF) and submit the copy of the same along with the details in the prescribed format while submitting bills.
25. The work shall be carried out without disturbing the occupants, patients etc. of the building and if any other operation of Port or other agencies working in the area.
26. Tenderers are advised to inspect and ascertain themselves the nature and the extent of work involved and also obtain all clarifications they may require before filing in the tender.
27. Tenderer are to submit the all the relevant documents to fulfil the eligibility criteria stipulated in the tender along with the signed tender copy.

28. 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/safety equipment's, Ongoing Minimum labour wages &E.S.I, EPF, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, including works contracts, but excluding GST if any etc. for compliance with conditions of contract and specification.

29 Variations

The Employer may order variations in the scope or quantum of work through a written variation order based on in any increase in requirements. The payment for the variation shall be worked out on the basis of contract rates for manpower on pro rata basis. In case of excess under any item, the contractor should bring it to the notice of the concerned Chief Engineer well in time to enable him obtain necessary sanction.

30. The Contractor's field staff shall be fully experienced in the operation and maintenance of similar designated works,
31. It shall be specifically noted that the contractor is expected to mobilize the required equipment and experienced work force required to execute and complete the entire work included in the contract well within the stipulated period,.
32. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution and other hazards of operation of sewage treatment plant for the workers deployed at the plant and provide the necessary safety gears to safeguard from any accident.
34. Any damage to the property of port should be made good or compensated by the contractor and take care and maintain the structures connected to the plants such as pump rooms, rest rooms, site lab room, pipe lines, civil, electrical fitting/fixtures etc properly in time, free of cost as directed.
35. After completion of the day's work/contract period the contractor shall clean and clear the work site to the satisfaction of the Chief Engineer or his site representative and submit the necessary report to Asst. Engineer.
36. Before commencing the work on site, contractor has to take requisite permission from the Labour Enforcement Officer, Labour Commissioner,(central) Vasco , other local agencies/ authorities etc. and also required to furnish monthly returns about the number of employees employed for the operations/maintenance.
38. The proposed work broadly comprises of Scope of work as detailed in Annexure-A and duties of Hospital attendants prescribed in Annexure-B.

39. The work has to be carried out from 8.00 hrs. To 13.00 hrs. 14.00 hrs. to 17.00 hrs in a day and in shifts as directed . During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office and patients.
40. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours Payment to the workers must be made as per the minimum wages prescribed by the State Govt./Ministry of labour, Govt of India whichever is higher in time to time . The total amount of wages paid to the workers must include the minimum wages+EPF+ESIC+Other Statutory benefits including bonus if applicable.
41. The successful tendered shall be required to enter into an agreement with Mormugao Port Trust immediately after acceptance of the tender. The cost of stamp paper for the agreement shall be borne by the successful tenderer.
42. Water required for cleaning the toilets, wash basins and urinals, septic tanks and soak pits etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc. and cost of water will be borne by the contractor. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.
43. The contractor or his representative should report to the Matron/ Nursing Superintendent) or any other person deputed by Chief Medical Officer (of MPT Hospital) or his representative of the work daily at 9.00 hrs. & 15.00 hrs. and submit the labour deployment & material consumption report on day to day basis.
44. **Deployment of labour:** The Port area envisaged in the contract is Mormugao Port Hospital at Headland Sada area and it would be the responsibility of the contractor to deploy required 29 numbers of uniformed housekeeping staff including 16 sweepers and 13 attenders at the Hospital building. The number of manpower may vary (increased or decreased) as per requirements of the Chief Medical officer and the proportionate amount will be adjusted in the tender value.. The contractor shall submit the names of employees entrusted in each of such clusters for the purpose of verification in time to time.
45. Any additional material required for housekeeping and fulfilling requirements shall be to contractor's account any shortfall of material brought by the contractor will be recovered at the market price of such materials. Also necessary deductions will be made in quoted rates for non-utilization or underutilization of such materials for cleaning.
46. The contractor shall procure the minimum material every month as per list of materials specified after obtaining gate pass from authorized persons & the materials shall be recorded on the register & jointly signed & kept in the custody of in-charge of the (Matron/ Nursing Superintendent) or any other person deputed by Chief Medical Officer (of MPT Hospital) or his representative only. The Materials brought for both the sections shall be kept in one store except brooms & other equipment's & one key shall be kept with departmental representative. The stock will be verified at any time & at the end of every month the balance stock if any remains in the store shall be intimated & recorded.
47. The contractors shall bring the equipment's like scrubbers, wet dry vacuum cleaners, mops, toilets, pole for removing cobwebs, dusters.

48. List of materials to be utilized for Housekeeping of the area at Hospital.

Sr. no	Particulars	Qty.	Unit	Minimum requirement
1	Dettol hand cleanser 200ml	5	Nos	Monthly
2	Non branded hand cleanser 200ml	10	Nos	Monthly
3	Taski spiral floor cleaner	5	Nos	Monthly
4	Multipurpose cleaning solution	20	Litres	Monthly
5	Odopic powder	60	Kgs	Monthly
6	Harpic 500ml	10	Nos	Monthly
7	Colin spray 250ml	15	Nos	Monthly
8	Worth perfumed Phenyle	100	Litres	Monthly
9	Air freshners	10	Nos	Monthly
10	Napthalene balls (scented)	2	Kgs	Monthly
11	HCL acid	5	Litres	Monthly
12	Nylon round scrubber	15	Nos	Monthly
13	Ezee mpo	6	Nos	Once in 6 months
14	cloth - glass duster	10	Nos	Once in 2 months
15	Floor duster	6	Litres	Once in 2 months
16	Cloth for cleaning table	10	Nos	Once in 2 months
17	Nylon brooms	8	Nos	Once in 4 months
18	Soft brooms	10	Nos	Once in 2 months
19	Hard brooms	12	Nos	Once in 2 months
20	Plastic dust collecting scoop	6	Nos	Once in 6 months
21	Buckets (used ones to be handed over to department)	15	Nos	Once in 6 months
22	Toilet brush	10	Nos	Once in 2 months
23	Plastic mugs	10	Nos	Once in 6 months
24	Wet & dry cleaning Mops	10	Nos	Once in 6 months
25	Wiper rods	6	Nos	Once in 3 months
26	Refill cloth	8	Nos	Once in 2 months

49..The following record shall be maintained:

- 1) Muster Roll.
- 2) Register of wages.
- 3) Wage slip to all the labourers.
- 4) Material Register (stating total received, daily consumption & balance.
- 5) Complaint registers.
- 6) Site Instruction Book in Triplicate.
- 7) Job card is to be maintained in each toilet and shall be signed every occasion once toilet is cleaned.

50.The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.

51.(a) Without limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) the contractor shall insure, at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the Excepted Risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of contract for loss or damage arising from a cause occurring during contract period and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause 45 of G.C.C. (Vol.I).

(b)Such insurance shall be effected with an insurer and in terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representative the policy or policies of insurance and the receipts for the payment of the current premia provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or reconstruction of any work constructed with material or workmanship not in accordance with the requirements of the contract.

52(a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (including any employee of the Board) by or arising of the execution of the works or Temporary Works or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C. (Vol. I).

(b) Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representative the policy or policies of insurance and the receipts for the payment of the current premia.

53. 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, 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.

54.(a) The Contractor shall insure against accident, injury, etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representative such policy of insurance and the receipt for payment of the current premia. Provided always that in respect of any persons employed by any sub-contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or the Chief Engineer's representative when required such policy of insurance and the receipt for payment of the current premia.

(b) If the Contractor shall fail to effect and keep in force the insurance referred to in the above mentioned clauses hereof or any other insurance which he may be required to effect under the terms of the contract then and in any such case the Board may effect and keep in force any such insurance and pay such premium or premia as may be necessary for that purpose and from time to time deduct the amount so paid by the Board with interest as stated in Vol. I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

55. The successful tenderer will have to submit within seven days after receipt of the acceptance Letter a phased programme of execution of different items of works.

56. EPIDEMICS

In the event of any outbreak illness of an epidemic nature, the contractor shall comply with and carry out such regulations, orders and requirements as may be made by the Government or the Local Medical or Sanitary Authorities for the purpose of dealing and overcoming the same.

57. SORDERLY CONDUCT, ETC. :

The Contractor shall, at all times, take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons and property in the neighborhood of the works against the same.

58. UNIFORM, FOOTWARE, GLOVES ETC.:

In partial modification of Clause No.31 of the General Conditions of Contract, the contractor shall at his own expenses provide safety equipment, uniforms, footwear and gloves for all labour employees on all types of work involving the use of chemicals and cement, etc. to the satisfaction of the Chief Engineer or his representative.

59. ACCIDENTS:

The contractor shall, 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 accidents to the Chief Engineer or his Representative. The contractor shall also report such accidents to the concerned constituted authorities.

60. Extension of contract:

The Employer at his discretion may extend the contract for further period up to one year. The execution of the work during the extended period also, shall be only under the conditions and at the rate specified in the contract except for the statutory minimum wages as applicable in time to time during the contract period .

61. 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.
62. All applications for issuance of Photo Identity cards shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agents 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.
63. Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas. 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.
64. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/ store /labour hutment's required in the contract works. License fees on Port land for maintenance office buildings and other structures at Mormugao Harbour at General Wharf level will be charged as per Port Scale of Rates of time to time & the rent of the in-house premises if given will be as decided by the department.
65. The portion of Security Deposit due for refund in accordance with the Conditions of Contract, after physical completion of the work, will not be refunded except with the prior permission of the Chief Engineer, unless and until contractor submit the final bill based on joint measurements.
66. **SUPPLY OF MATERIALS:** No material shall be supplied by the MPT. Contractor shall make his own arrangements to procure all the materials whatsoever required for the execution of the works covered under this tender.
67. All the works should be executed during the day time. In case the contractor wishes to continue work in the night, he has to adhere to clause no. 42 of Vol-I of tender document subject to agreeing to bear the cost of overtime of Engineer and supervisory staff. And all arrangements of suitable

68. 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. Payment will be made only for the satisfactory cleaning work done.

69. The Tenderers are required to fill the Schedule of Quantities and Rates as stated in Directions to Tenderers for filling in the Schedule of Quantities and Rates.
70. The Taxes involved in the execution of Works Contract Act 1935 shall be borne by the contractor and rates quoted by the Renderers shall be inclusive of the said tax also.

71. OTHER AGENCIES:

Contractor shall take care to see that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, which will be awarded during currency of this contract. The contractor, shall accord all facilities to various agencies /contractors such as place for storing their material place for site office. etc. in consultation with the Site Engineer and carry out his activities in close co-ordination with all agencies. The contractor should specially note that there should not be any disturbances to the MPT Staff's working in the Department and also take necessary steps to prevent noise, dust pollutions etc. in the Office.

72.RECOVERY/ PENALTY:

- a. If contractor fails to maintain minimum required labour strength on site in any day Rs.800/- per labour per day or part thereof will be recovered as penalty from the any money payable to the contractor.
 - b. If contractor fails to maintain minimum required quantities of materials on site in any month double the cost of the market rate of the materials will be recovered as penalty from the any money payable to the contractor.
 - c. Housekeeping shall be done as per tender conditions failing which an amount @ Rs 500/Sq m will be recovered as penalty from the any money payable to the contractor.
73. The Tenderer 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.
74. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution and provide the necessary safety gears to all your labourers to safeguard from any accident.
75. Any damage to the property of port should be made good or compensated
- 76..All the contractors having five or more interstate migrant workers are advised to obtain the license from the Labour Enforcement Officer, Labour Commissioner,(central)Vasco ,Goa before commencement of the work.
- 77.The Department shall not be responsible for providing residential accommodations to the personnel of the contractor.
- 78.The department shall not be under any obligations for providing Employments to any of the worker of the contract after expiry of the contract.
- 79.The payment would be made by the Employer for every month based on the schedule of work done by the contractor and based on the documentary proof signed by the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the Employer.

80. CONTRACTORS SUPERINTENDENCE/.ASSISTANCE

The contractor shall supervise the work and provide assistance as and when required during the contract period to CMO / Chief Engineers representatives in this duties to carry out or check any work and / or measurement of works.

81.ESCALATION

Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account except for the statutory minimum wages variation reimbursement .

82.Payment on account of Increase in wages due to statutory order/ (s)

Payment of difference in wages on account of Revision in wages due to statutory order(s) by labour department of Govt of India after submission of the tender to the submission of the bill in the contract period will be worked out as extra along with other benefits like EPF,ESI based on the revised statutory Minimum wages order, worked out as per quoted percentage above or below will be reimbursed to the Contractor . The contractor will regularly submit price breakup due to the hike in wages along with relevant wages documents as a proof of payments of higher minimum wages to his personnel when such wages got revised by labour department ,Govt of India. The details of extra on prevailing daily Minimum wages will be worked out in approval of Chief Engineer and shall be final and binding on the Contractor .

83. The Minimum wages rate of manpower shall be as per central labour rules and shall vary according to the amendments /increment enforceable by Govt. in time to time. The prevailing wages rates considered are been indicated below.

Breakup of manpower charges (Minimum wages Rate applicable as per Ministry of labour order No.1/10(5)/2018-LS-II dtd. 3.4.2018			
Sr. no.	Head	Cateogory of Housekeeping staff (Sn. Sweepers ,sweepers, Attenders.) Rs. P	Remark
1	Min wages	462.00	
2	P.F. & service charges@13.61	62.88	
3	E.S.I @ 4.75	21.95	
4	Others	0	
	Total	546.82 say Rs.547/-	

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

FORM OF TENDER

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

1. I/We _____ do hereby offer to execute the work comprised in the annexed Tender Notice **“Providing housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”** in strict accordance with the instructions to Tenderers, additional special instruction, General conditions of Contract, Scope & Specifications, additional general conditions of contract etc. and Addendum to Specifications, Special Conditions of Contract etc. at the percentage rate entered in the attached Schedule of Quantities and Rates.
2. I/We undertake the work included in the Schedule of Quantities and Rates with the Contract period of 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 Penalty mentioned in GCC of the contract is a fair estimate of the loss likely to result from the default.
3. I/We have submitted our tender with Earnest money deposit as per instructions to tenderer, made e-payment/Demand Draft/Cash of sum of Rs.66,542/- (Rupees sixty six thousand five hundred forty two only.) Earnest money as proof of my/our willingness to enter into the contract if my/our tender is accepted.
4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities and Rates attached to this tender.
5. I/We also, agree if awarded the contract that the earnest money lodged with this tender will be retained by the Trustees towards part of the Security Deposit and to deduct further 5% of contract value as retention money.
6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 5% of the contract price of my/our tender by way of deductions from my/our bills at the rate of 10% of the gross value of work certified in each bill till the amount of 5% of the contract price is accumulated.
7. I/we agree to abide by this tender to be valid for the period of 120 days from the date fixed for receiving/opening the same and it shall remain binding upon me / us and may be accepted any time before the expiration of that period.

8. I/we hereby certify that my / our registration certificate under the 'Goa Sales Tax' on the transfer of property in goods involved in the execution of Works Contract Act.1985 is in force on the date on which the sale of goods specified in this bill/cash Memorandum is made by me/us and tax under the act will be, if payable, be paid before furnishing my/our returns under the act.
9. I/We hereby agree for deduction of 5% of gross value of work certified in each bill from the amount payable to me/us towards Works Contract Tax(WCST) and VAT/Education Cess or any other taxes applicable.
- 10.I/We have inspected the site and I am/We are fully aware of the work to be carried while tendering for the contract and shall comply with all terms and conditions including statutory compliance of the contract.
11. *(A) Mine is a proprietary firm and I am the sole proprietor of the firm. My firm is/is not registered with Registrar of firms.

Name: _____
Age: _____ years

*(B) Ours is a partnership firm and the names of all major partners are given below:

	<u>Name</u>	<u>Age</u>	
1.	_____	_____	years
2.	_____	_____	Years
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 is 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.

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

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

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

16. 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.

17. "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".

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

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

NAME AND ADDRESS OF TENDERER:-

SIGNATURE OF TENDERER

Witness: - _____

Date: _____ Day of _____ 2018

Witness: - _____

Witness: - _____

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

Form of tender to be downloaded and to be signed, stamped on each page, scan the documents and upload online along with the E-Tender.

Annexure-1
(To be uploaded online)
SPECIMEN FORMAT FOR DECLARATION
(To be executed on bidder's letter head)

To
The Chief Engineer
Mormugao Port Trust
Headland, Sda

**Sub: E-Tender No. CE/ 18 / 2019Tender For “Providing Housekeeping services to MPT
Hospital at Headland for a period of one year- 2019-20”**

The undersigned, having studied the pre-qualification submission for the above mentioned project, hereby states:

- (a) The information furnished in our bid is true and accurate to the best of my knowledge.
- (b) That in case of being pre-qualified, we acknowledge that the Employer may invite us to participate in due time for the submission of a tender on the basis of provisions made in the tender documents to follow.
- (c) When the call for tenders is issued, if the legal, technical or financial conditions, or the contractual capacity of the firm or joint venture changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- (d) We enclose all the required pre-qualification data format and all other documents and supplementary Information required for there-qualification evaluation.
- (e) We also state that no changes have been made by us in the downloaded tender documents and also understand that in the event of any discrepancies observed, the printed tender document No. _____ is full and final for all legal / contractual obligations [delete if not required].

Date:
Place:

Name of the applicant:
Represented by (Name & capacity):



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/18/2019

ANNEXURE-II

**“Providing Housekeeping services to MPT Hospital at Headland for a period of
one Year (2019-20)”**

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

The details for processing the payment through RTGS as below:-

Name of the Beneficiary	MORMUGAO PORT TRUST GENERAL ACCOUNT
Address of Beneficiary with PIN Code	Administrative Office Building, Headland Sada, GOA – 403804
PAN Number	AAALMO293P
Name & Mobile Number of responsible person	MILIND DESSAI / 9823082682 milind.desai@mptgoa.com
Name of the Bank and Branch	STATE BANK OF INDIA, Harbour Branch
Bank Telephone No.	0832-2520212
Address of the Bank	STATE BANK OF INDIA MORMUGAO HARBOUR, GOA – 403803
MICR Code of the Bank	403002024
IFSC Code No.	SBIN0002164
Type of Account and Branch Code	Current Account / Branch Code:- 002164
Account number of the Bank	10438017048
	MPT GENERAL ACCOUNT
Beneficiary E-mail ID	cashmpt@mptgoa.com



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**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18/2019**

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”

**BIDDERS PROFILE TO BE FILLED THE TENDERER
ANNEXURE-III**

1.	Name of Firm /Individual and registered address			
2	TelephoneNumbers Office : Residence : Mobile : FAX :			
3.	Whether it is sole Proprietary or partnership/private limited company	Yes /No		
4	Name of sole proprietor /name of the partners /name of directors(Please attach attested copies of documents of registration /incorporation of your firmwith competent authorityas required by business law			
5	Name of the person authorized to enter into and execute contract agreement and the capacity in which he is authorised			
6	GST Registration No.(pl attach copy of GST Number/Registration			
7	EPF Registration No. (pl attach copy of valid EPF registration certificate			
8	ESI Registration No. (pl attach copy of valid ESI registration certificate			
9	Permamnent Account No. of income tax (pl attach copy of PAN card			
10	Banker of the firm, branch ,account type and Number,IFSC code ,MICR code			
11	Whether your firm has ever been blacklisted ;if so give details			
12	Tenderers experience certificate and date(please attach self attested copies of experience certificate			
a	Name of firm /office	Experience certificate No. and date (w.o./P.O& completion certificate self attested copies to be attached)copies)	Period of work done	Amount of work done

Signature of bidder



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18 /2019
ANNEXURE-IV

PROFORMA OF PRE CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of _____ 2019, between, on one hand, the Board of Trustees of Mormugao Port Trust acting through _____ Chief Engineer), Mormugao Port Trust (hereinafter called the 'BUYER/ EMPLOYER', which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s. _____ represented by Shri. _____, Chief Executive Officer (hereinafter called the "BIDDER/SELLER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the 'BUYER/ EMPLOYER' has invited bids for **“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”** and the BIDDER/SELLER is submitting his bid for the same and

WHEREAS the BIDDER is a Private Limited company/Public Limited company/Government undertaking/Registered partnership firm constituted in accordance with the relevant law in the matter and the 'BUYER/EMPLOYER' is Mormugao Port Trust.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

(i)Enabling the BUYER/EMPLOYER to obtain the desired said stores/equipment/services/works at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

(ii)Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the 'BUYER/ EMPLOYER' will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the 'BUYER/ EMPLOYER'

1.1.The 'BUYER/ EMPLOYER' undertakes that no official of the 'BUYER/EMPLOYER', connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2.The 'BUYER/ EMPLOYER' will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

- 1.3. All the officials of the 'BUYER/ EMPLOYER' will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the 'BUYER/ EMPLOYER' with full and verifiable facts and the same is prima facie found to be correct by the 'BUYER/ EMPLOYER' necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the 'BUYER/ EMPLOYER' and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the 'BUYER/ EMPLOYER' the proceedings under the contract would not be stalled.

3. Commitments of BIDDERS

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the 'BUYER/EMPLOYER' connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the 'BUYER/ EMPLOYER' or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4* BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5* The BIDDER further confirms and declares to the 'BUYER/EMPLOYER' that the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the 'BUYER/ EMPLOYER' or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the 'BUYER/ EMPLOYER' as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the 'BUYER/ EMPLOYER' or alternatively, if any relative of an officer of the 'BUYER/EMPLOYER' has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the 'BUYER/ EMPLOYER'.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify bidder's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

- 5.1 While submitting commercial bid, the BIDDER shall deposit an amount ____ (to be specified in Bid Document) as Earnest Money/Security Deposit, with the 'BUYER/ EMPLOYER' through any of the following instrument
- (i) Bank Draft or a Pay Order in favour of _____
 - (ii) A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the 'BUYER/ EMPLOYER' on demand within 3 working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the 'BUYER/ EMPLOYER' shall be treated as conclusive proof of payment.
 - (iii) Any other mode or through any other instrument (to be specified in the Bid Document).
- 5.2 The Earnest Money/Security Deposit shall be valid upto a period of 6 months or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
- 5.3 In case of the successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Security in the Project Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Security in case of a decision by the BUYER/ EMPLOYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

- 5.4 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.5 No interest shall be payable by the 'BUYER/ EMPLOYER' to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations

- 6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the 'BUYER/ EMPLOYER' to take all or any one of the following actions, wherever required:-
- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
 - (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the 'BUYER/ EMPLOYER' and the 'BUYER/ EMPLOYER' shall not be required to assign any reason therefore.
 - (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
 - (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, alongwith interest.
 - (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall, be liable to pay compensation for any loss or damage to the 'BUYER/ EMPLOYER' resulting from such cancellation/rescission and the 'BUYER/ EMPLOYER' shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the 'BUYER/ EMPLOYER'.
 - (viii) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
 - (ix) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
 - (x) Forfeiture of Performance Guarantee in case of a decision by the 'BUYER/ EMPLOYER' to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The 'BUYER/ EMPLOYER' will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the 'BUYER/ EMPLOYER' to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

7.1 The BIDDER undertakes that it has not performed/is not performing similar project at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar project was performed by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the 'BUYER/EMPLOYER', if the contract has already been concluded.

8. Independent Monitors

8.1 The 'BUYER/ EMPLOYER' has appointed the following Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

8.2 .The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3.The Monitors shall not be subject to instructions by the representatives of the parties and perform his functions neutrally and independently.

8.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/bidding, including minutes of meetings.

8.5 ,As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER/EMPLOY]

8.6 . The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER/EMPLOYER, including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 .The BUYER/ EMPLOYER, will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/EMPLOYER within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/ EMPLOYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations

9. Facilitation of Investigation

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER/ EMPLOYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law.' The place of performance and jurisdiction is the seat of the BUYER/ EMPLOYE

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER/ EMPLOYER and the BIDDER/SELLER, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12.3.If the BIDDER is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

13. The parties hereby sign this Integrity Pact at _____ on _____

BUYER/ EMPLOYER

BIDDER.

Name of the Officer.
and Designation

CHIEF EXECUTIVE OFFICER

Witness

Witness

1. _____

1. _____

2. _____

2. _____,

* Provisions of these clauses would need to be amended/ deleted in line with the policy of the BUYER/ EMPLOYER in regard to involvement of Indian agents

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/ 18 /2019
ANNEXURE-VI

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

VENDOR REGISTRATION FORM

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

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/18 /2019
ANNEXURE-VII

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

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.	30AAALM0293P1ZY	
11	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
12	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
13	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
14	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
15	Whether B2B or B2c (B= Business & C= Customer)	B2B	
16	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
17	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	

18	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	
19	Central Excise Registration No.	--	
20	Service Tax Registration No.	AAALM0293PST001	
21	VAT – TIN	30181201096	
22	CST – TIN	V/CST/1683	
23	IEC	1706000073	
24	Contact Details :		
	Name	Shri.AnantChodnekar	
	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: _____)



AN ISO 9001:2015 PORT

ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

Scope Of Work

1. Deployment of Minimum 8 Nos. of sanitary health worker (duties specified in BOQ), additional minimum 8 Nos. of sanitary health worker to undertake patient related works duties specified in Annexure-A .13 Nos. Hospital Attendants on shift basis duties as specified in Annexure-B .per day including all Sundays and holidays.
2. Cleaning, washing, wiping of floors, staircase, Staircase railings, passage, window sills, glass panes, doors, windows, carpets, cement/steel grills, dustbins, all furniture i.e. table, chair etc with wet and dry cloths and remove entire dirt, removal of cobwebs, etc., Sweeping/brooming at least twice a week.
3. Sweeping terrace and Cleaning of Solar panel fortnightly. Cleaning the Pathways clean leading to Bio Medical Waste Pit and Bore well pump room etc
4. Cleaning the floor with detergent and scrubber wiping with wet and dry clothes to remove entire dirt's at least twice a day.
5. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dadoo with detergent powder like Vim, Biz, harpic, odopic, phenol, removal of stains using Hydrochloric Acid, placing minimum 5 nos. of naphthalene balls in urinal basin etc., removing of cob webs cleaning ventilators, walls etc. at least three times a day
6. Providing safety equipment's like Gum boots, Gloves & uniforms to all the workers etc.
7. Compulsory supervisor is required to be posted daily for supervision and submitting day to day report.
8. Recovery will be effected on quoted amount for the particular area for a particular day (worked on pro-rata basis) if housekeeping of particular structure is not carried out satisfactorily.

CHIEF ENGINEER



AN ISO 9001:2015 PORT
MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Annexure-A

e-TENDER NO. CE/ 18 /209

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

Duties of ‘SANITARY HEALTH WORKER’

Following duties are in addition to specified in the BOQ at Item No. 1 and Medical Department will distribute the work accordingly including number of personals required on shift and timing etc.

1. He/She will sweep the roads, compound and garage of the hospital.
2. He/She will clean the bathrooms, urinals and toilets of the hospital building, offices and bungalows.
3. He/She will supply bedpans and urinals to the patients, clean them after use and sterilize them.
4. He/She will do the initial washing of soiled linen (i.e. when it is soiled by excreta and discharge)
5. He/She clean the kidney trays, sputum mugs and sterilize them.
6. He/She will collect the garbage and other hospital refuses for disposal.
7. He/She report to his superiors any breakage or otherwise of sanitary fittings.

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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Annexure-B

e-TENDER NO. CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

Duties of ‘HOSPITAL ATTENDANT’

Medical Department will distribute the work including number of personals required on shift and timing etc.

- 1.He/ She shall receive the patients on admission and assist the patient in getting into or out of the bed.
- 2.He/ She shall attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema etc.
- 3.He/ She shall assist /prepare the patients for operation, laboratory, X- ray and other investigations.
- 4.He/ She shall transport patients to various departments in the hospital.
- 5.He/ She shall help in feeding the patients and giving drinking water to patients and washing utensils.
- 6.He/ She shall assist the nurse in handling and observation of patients and in simple basic nursing procedures.
- 7.He/ She shall assist the nurse or doctor in diagnostic and treatment procedures.
- 8.He/ She shall assist in collection and handling of pathological specimens.
- 9.He/ She shall assist the nurse in receiving supplies by running errands to the other departments of the hospital and in carrying messages to the other departments and individuals in the hospital.
- 10.He/ She shall assist the staff nurse in making beds of non-ambulatory cases.
- 11.He/ She shall assist the staff nurse in getting supplies from the dhobi, disinfecting mattresses.
- 12.He/ She shall clean and do dusting of beds, lockers and other furniture.
- 13.He/ She shall supervise in spraying of pesticides in wards.
- 14.He/ She shall assist the staff nurse in preparing dead body, arranging their transportation to the mortuary and assist in terminal disinfection.
- 15.He/ She shall carry out the duties and responsibilities indicated in the various related Quality System Procedures (QSPS).
- 16.Any other work allotted by his/her superiors.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO. CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

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

1. Tenderers are required to fill in their percentage rate as per the price bid format in excel sheet and in the allotted space only .
2. Tenderers are required to fill in their percentage rate at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
- 3.. The Percentage Rate inserted shall hold good for all works under this . contract, without reference to quantity or location of the work or the variation in the estimated quantity.
4. Quantity of each item of work mentioned in the Schedule, should be noted and the item rate worked out carefully, having regard to the scope & specifications, additional special instructions and schedule of garden/horticulture maintenance before submitting the tender, as no variation in rates etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. The percentage rate, above or below the Schedule/Estimated rate, indicated at the end of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.
- 5.. Tenderers are requested to note that though the contract is for item rate, they are required to add or deduct the amount due to this percentage, as the, case may be and work out the final figures(amount of their tenders), at the end of the Schedule of Quantities & Rates.
6. The percentage Rate should be legibly written in figures as well as in words, in the space provided for Erasures or corrections in figures or in words, without Tenderers initials, will render the tender liable for rejection.
7. The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment/safety equipment's, ongoing Minimum labour wages, ESI, EPF and other statutory benefits,, 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, sales tax on works contracts, but excluding service tax if any etc. for compliance with conditions of contract and specification.

CHIEF ENGINEER

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/18 /2019

“Providing Housekeeping services to MPT Hospital at Headland for a period of one Year (2019-20)”.

SCHEDULE OF QUANTITIES AND RATES

Sr No	Description of work	Unit	Qty	Rate	Total Amount
				Rs. Ps	Rs. Ps.
1	Housekeeping of Hospital premises such as general cleaning of common areas on daily basis between 7.00 hrs to 12.00 hrs & 15.00 to 18.00 hrs), cleaning of toilets inclusive of WCs bathroom floors & dado urinals, wash places & drinking water points cleaning the floors of the office premises, including stairs case & passages by sweeping / mopping using phenol scrubbing using Vim/Sani fresh including removal of stains using hydrochloric acid putting minimum 5 Nos of naphthalene balls in all the urinals& 2Nos in WB ,removal of cobwebs, cleaning of windows ventilators glass panes, door grills , staircase railings etc. Cleaning of drinking water points and wash places cum water points by using detergents powder like Vim /Biz/Harpic etc. by deploying specified sanitary health workers etc. All labour tools, Materials etc. Complete. Note.: i) All the bathrooms, toilets etc. to be cleaned minimum thrice a day. ii) All common passages, staircases on all floors cleaning minimum once a day. iii) Minimum 8 uniformed sanitary Sweepers to be deployed on day today basis including Sundays and Holiday by taking care of statutory requirements of labour laws. iv) Please go through the list of materials required for cleaning work which cost is inclusive in this item as stated in the clause No. 48 of Additional general Condition of contract v) Total Areas to be maintained aprox. 12,000sqm. or as directed	Day	365.0	5570.00	20330540.00
2	Description same as item no. 1 by deploying 8 uniformed Sanitary Health workers for carrying out the patient related works on shift duty as directed etc. complete..	Day	365.0	4814.00	1757110.00
3	Supply of uniformed Hospital Attendant minimum 13 Nos. to work on shift basis as directed by CMO/hospital in charge etc. complete.	Day	365.0	7822.00	2855030.00
					6645190.00

Total =Rs.66,45,190.00

TOTAL AMOUNT OF TENDER excluding GST = “A” = Rs.66,45,190.00