



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.

QUOTATION NOTICE

QUOTATION NO. CE/Q -13 / 2019

Sealed percentage rate quotations are invited from contractors registered in Class E and above with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of **“Housekeeping, and garden maintenance works at MRH-1 at Headland for a period of five months.”**

Earnest Money Deposit : Rs.5,800/-
Estimated cost of work : Rs.2,89,908/-
Contract period : 5 months

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from 18.02.2019 to 22.02.2019 at a cost of Rs.500/-. Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port Trust will be considered as part of Quotation Form.

Quotation shall be accompanied by Earnest Money Deposit of **Rs.5,800/-** either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Quotation without Earnest Money Deposit in the stipulated form will not be considered.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by 15.00 hours on **22/02/2019** and they will be opened at 15.30 hours on the same day in the presence of such quoters as may wish to be present.

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

CHIEF ENGINEER

Headland Sada.

Date :-



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Name of work: CE/Q-13/2019 “Housekeeping, and garden maintenance works at MRH-1 at Headland for a period of five months.”

Sr. No.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD to be converted to S.D.
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	w.e.f. 01/03/2019 or as specified in Purchase Order
3.	Contract period	-----	5 months
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.	Free Period of maintenance.	-----	Nil
6.	Percentage of retention from each running account bill	-----	10%. For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract recovered from the running bills.
9.	Minimum amount of interim Certificate.	-----	Rs.50,000/-
10.	Time within which payment to be made after contractor's submission of the bill.	54(1)	100% payment within 5 days of recording measurements and submission of bill in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.

SIGNATURE OF THE QUOTER



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ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials to be supplied should be in good condition as per the specification. It should be handed over to the engineer-in-charge. It will be issued for carrying out the work as and when required.
3. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
4. Quoters are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the tender. They are also advised to inspect the site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
5. Quoters are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.
6. **Measurements**
The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work. Payments will be made according to the actual quantities of work ordered and carried out, jointly measured by the representative of Chief Engineer and the contractor.

7. Rates and Prices to be inclusive.

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

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

9. Method of Measurement

General

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

10. The tenders will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.
11. Garden work to be carried out as instructed for a period of **5 months** as specified in the schedule. The Quoter shall also submit detailed programme for the garden work giving details of gangs/labour/material supply/plant and machinery etc.
12. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
13. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
14. If the work has to be carried out beyond normal working hours and during night time approval in advance for the working has to be obtained from the Chief Engineer. Overtime charges of the departmental supervisory staff has to be borne by the `Contractor`

15. It shall be specifically noted that the contractor is expected to mobilize the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
16. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site as follows:-
 - a) All temporary electric supply connections will be carried out with correct sizes of wires/cables and fuses and other safety devices as required under Electricity Rules in consultation with us.
 - b) One bucket full of water and sand shall be kept at the work spot. A Portable fire extinguisher shall also be kept at the work spot.
17. Quotations with conditions will be out rightly rejected.
18. The Quoter shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.
19. Any damage to the property of Port should be made good or compensated by the contractor.
20. After completion of days work/contract period the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
21. The contractor shall communicate in writing name of all his workers and submit the photo identity card ,name ,address ,phone/contact number of the person to be deployed to work in the garden along with his Power of Attorney letter .
22. Permission for working beyond the normal working hours of the Port or on Sundays and Public Holidays as stipulated under clause No. 42 of General Conditions of Contract, (in the printed booklet) in volume-I of the tender document will be given to the contractor subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port's supervisory staff.
23. 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`

24. All applications for issuance of Photo Identity Card shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
25. Water & Electricity required for the regular watering and maintenance of the garden will be supplied free of cost by the Port to the EXTENT POSSIBLE on request. All arrangements including wires, pipe connections, the hose pipes, sprinklers etc. as may be required shall have to be arranged by the contractor at his cost.
26. However, it shall be specially noted that in case of failure of supply from the Port due to any reason whatsoever, the contractor shall arrange to procure water in tanker fitted with motor pump required hosepipes/sprinkler with prior intimation or as directed for satisfactory watering of garden, lawns.
27. Proper and satisfactory maintenance and up-keep of the existing garden comprising of lawns, plants/trees/ shrubs/ground covering, creepers ,hedges etc. as well as any other future additions etc. within the specified premises by deploying sufficient staff is the essence of the contract and no let down will be permitted. In case the services are not found satisfactory or the contractor failed to execute any item of work /activity as per the tender, the Chief Engineer or his authorized Representative shall be at a liberty to withhold any payment/s that may be due to the Contractor till such time, such services are rendered to the satisfaction of the Chief Engineer or his authorized Representative. In the event of the contractor not attending to defective or incomplete item/ work as pointed out by Chief Engineer authorized Representative in writing this payment will stand forfeited. The decision of the Chief Engineer shall be final and binding on the contractor in such matters.
28. The instruction given by the JE /Chief Engineers authorized Representative /Officer in charge shall have to be carried out promptly. In case of any difference of option or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer, for the decision, which shall be final and binding.
29. The contractor shall be liable to pay compensation for any damage to the Port property or its premises caused during the maintenance operation by the contractor or his workers.

30. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb / cause inconvenience to the officials, participants, residents, any third party or their property in any case
31. Contractor shall maintain the garden area satisfactorily by deploying sufficient qualified & experienced garden staff along with garden tools ,tackles ,hosepipes etc. but not less than the minimum number of persons specified every day from 8.00 hrs to 12.00 hrs and 14.00hrs to 18.00hrs on all week days excluding Sundays and 1 holiday (May day) as specified above. Housekeeping work should be carried out on all days including on Sundays and the holidays by taking care of statutory provisions in this regard . In case of absence of any staff he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements in case of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations. In case the contractor deploys less number of manpower than above specified minimum work force in any day, recovery shall be made @ 1.5 times the prescribed ongoing minimum wages in force prescribed by Chief labour commissioner (central) in time to time for such workers from the monthly bill.
32. The quoter should comply with all regulations of EPF, ESI etc. No bill will be forwarded if the above regulations are not followed.
33. GST registration for the bidder is mandatory. Bidder has to Enclose attested copy of **GST** Registration No along with the Tender. **GST** has to be claimed extra as applicable while Submitting the Bill/bills.
34. ***“The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid”***



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SCOPE OF WORK

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

- 1) a) Regularly watering the garden plants, trees, hedges ,shrubs ,creepers and lawns before 11.00am and after 4.00pm through hosepipes and adjustable sprinkler respectively. Every alternate day watering of Lawn, Potted plants, pathway side hedges, shrubs and plants around the garden/lawn and side of pathway and compound wall.
 - b) Pruning and trimming of tree branches of banyan tree, Pimpal tree and other trees at height twice a year.
 - c) Pruning and clearing of hedges, shrubs, creepers regularly once a month to maintain desire height and not to grow it wild,
 - d) Providing minimum required maintenance tools and equipments as listed at –of the tender to execute the maintenance work within 10days of award of the work.
 - e) Maintenance of creepers: Supporting and Climbing the Creepers in the desired shape, watering, Cutting, Curing as per routing requirements,
- 2) Maintenance of open area, roads adjoining the gardens neat and cleaned condition by sweeping with brooms , removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens in and out of MRH-1 bungalow garden premises etc. complete.
Labour to be deployed for sweeping of roads, etc. at Sea view road once in a fortnight.
 - 3) Housekeeping maintenance MRH-1 bungalow and other building structures inside the premises by deploying minimum 2nos of Mazdoor etc. complete

CHIEF ENGINEER