



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT**

**Tender Document
e-TENDER No. CE/33 /2019**

**Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas
of HOD Enclave at Headland for the year 2019-2020.**

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 29 .07.2019

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.



MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT
e- PORTAL NOTICE INVITING ONLINE TENDER (NIOT)
e - TENDER NO: CE/ 33 /2019

Tender Information`

Sr.No	Descriptions	Details
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/33 /2019
5	Name Of The Work	Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.
6	Scope of work	The work comprises of Complete maintenance of the entire garden features at HOD Enclave at Headland having as per yardstick in the garden area i.e. lawn, trees, shrubs, hedge, flower beds, foliage, creepers , flowering and fruit bearing and other trees ,palms ,flower pots . etc. on periodic basis by performing various garden maintenance activities as per garden maintenance schedule and as directed by deploying minimum specified garden maintenance staff , Supply & stacking of good quality red garden earth, cow dung & execution of miscellaneous garden /housekeeping related works as and when instructed..etc complete
7	Estimated Cost of work put to tender	Rs. 6,04,297.65
8	Bid call (Nos)	One
9	Bid Validity	120 DAYS
10	Tender Currency Type	Indian Rupees(INR)
11	Contract Duration	12(twelve) months and same may be further extendable for one more year on the same terms and conditions .
12	Tender Fee	Rs.500/-
13	EMD Cost	Rs.12,100/-

Mode of payment :Online, through payment /Demand Draft as below

14	Payment of Tender Fee & EMD	<p>The Tender fee and EMD shall be paid in e-payment mode or by bankers cheque , 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.</p> <p>Mode of Payment towards Tender Cost & Earnest Money Deposit (EMD) to be paid online through e-Payment mode as under :</p> <p>a)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.</p> <p>b)Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.</p> <p>c)Net Banking: Payment can be made through the Internet Banking of Any Bank.</p> <p>d)Bank details are given in the next page and NEFT/RTGS to be used for that account only.</p> <p>e)Proof of payment made has to be enclosed with the tender such as UTR details</p> <p>Note:</p> <p>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</p> <p>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 .</p> <p>iii) The tenderer registered with NSIC , Govt of India enterprise under single point registration scheme of Ministry of MSME shall be eligible for exemption from payment of EMD on submission of documentary proof.</p> <p>iv) No exemption allowed in tender cost of tender fee.</p> <p>.v) Tender received without Tender fee and E.M.D. will be outright rejected.</p>
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15	Security deposit(SD)	EMD will be converted as SD to be deposited in the form of Demand draft, Banker's cheque and to release on completion of work/defect liability period as applicable .And to be submitted within 21 days on issue of LOI and Valid up to completion of work/defect liability period as applicable
16	Retention Money (RM)	10% on R.A. bill amount subjected to maximum 10% of contract award price to be retained from the running bills and to be released on completion of work/defect liability period as applicable.
17	Online Documents Required to be Submitted online :	Scanned Copies of the Following Documents : 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. Complete Set of the Tender Document along with all requested Annexures, formats duly filled in, complete in all respects, all pages signed by Authorized Signatory of the Firm and scanned. 3..Attested copy of PAN Card. 4. Attested copy of ESI , EPF& GST Registration Certificate. 5. Attested copy of registration /empanelment certificate with Government/semi government/PSU..etc. if any.
18	Format and Signing Of Bid	The BOQ to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders. The Bid shall contain no alterations, additions, except those to comply with instructions issued by the Port.
19	Bid Opening Authority	Chief Engineer / Civil Engineering Department
20	Tender e-Publication Date	19.07.2019
21	Document download start date	19.07.2019 @ 15.00 HRS.
22	Document download end date	29 .07.2019
23	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.
24	Last date and time for receipt of bid	29/07/2019 up to 15.00 Hrs.
25	Bid opening date	Bid will be opened on 30/07 /2019 @ 15.30 Hrs.

26	Contact Details for Clarifications	1.Executive Engineer /HL Phone : (0832) 2594609 2.Asst. Engineer /HL Phone : (0832) 2594625
27	e-Tendering help contact details	For Tender related queries --- Phone :0832 – 2594609 / 2594625; 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 Email: Kindly send your Technical queries to cppp-nic@nic.in 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
28	Website	http://eprocure.gov.in/eprocure/app & https://www.mptgoa.gov.in

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

**Chief Engineer
Mormugao Port Trust**



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO. CE/ 33 /2019

NAME OF WORK: -Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

GENERAL INDEX

1. Tender Notice & Tender Form
2. Appendix – I.
3. Additional Special Instructions
4. Scope & specification of work.
5. Directions to tenderers for filling in the Schedule of Quantities & Rates
6. Schedule of Quantities & Rates

Headland, Sada(Goa)

Chief Engineer



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER No. CE/33/2019

e – tender for ‘Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

1. Invitation:

Digitally signed and uploaded online bids in Single Cover System under Percentage Rate Basis are invited by the Chief Engineer on behalf of Trustees of the Mormugao Port Trust from **Contractors registered** with Engineering (Civil) Department **under Class ‘D’ and above**, for the work of ‘ Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

2. Brief details of the work :-

Tender No.	Name of work	Cost of tender document (non refundable)	Estimated cost of work put to tender	Sale of tender documents From/To
	Class of contractor eligible to tender	Earnest money deposit	Period of contract	Date of opening of Technical bid
CE/33/2019	‘ Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.	Rs.500/-	Rs. 6,04,297.65	19 / 07 /2019 to 29/07/2019 up to 15.00hrs
	Class’ D’ and above	Rs.12,100/-	Twelve (12) Months	30 / 07 /2019 at 15.30 hrs.

3. 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

4. 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 .

5. Bids will not be considered in case the EMD and or Tender Fee is not submitted in the form and manner described above.

Chief Engineer

6. The proposed work comprises of :- Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.).The work is to be carried out as described in Schedule of Quantities & Rates attached herewith to this tender and as directed at site.

6.1Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer-HL.

7. Procedure for obtaining Tender Documents:

7.1.Interested tenderers will have to download the tender document from e-procurement website <https://eprocure.gov.in/eprocure/app>. The bidder has to submit the tender fee with their offer as specified in NIOT above or in the form of Demand Draft or Pay Order towards non-refundable tender fee of Rs.500/- (Rupees five hundred 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. A printed set (Vol-I) contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.

7.2 Addendum/amendments/ errata, etc will be made available at the e-procurement and MPT website and tenderers are requested to check and no advertisement in the newspapers will be given in this regard.The bidder is responsible to download Addendums / Amendments / Errata / replies to the queries of the bidder etc. if any, issued by the employer, from web site before the submission of the Bid Document. Any shortfall in submissions of the said Addendum / Amendments / Errata / replies to the queries of the bid document, etc. along with the downloaded documents while submitting the bid documents will not be considered. Incomplete Bid documents shall be rejected outright.

7.3The downloading and submission of Tender Documents shall be carried out as mentioned in the tender set and instructions at e-Procurement website <https://eprocure.gov.in>. No editing, addition/ deletion of matter shall be permitted

8. Bid Submission :

8.1.The detail procedure for online bid submission has been provided in the instructions for online Bid submission of this tender.

8.2.The bidder shall submit the actual financial instruments i.e. Pay Order/Demand Draft towards Cost of Tender Fees/EMD in a sealed cover marked with Tender No., Name of the Firm, Due Date of the tender and submit it in the tender box kept at the AEN/ Accts Office, Civil Engineering Department on or before the Due Date and Time.

8.3The detailed procedure for online bid submission has been provided in “Instructions for Online Bid Submission” of this tender. .The following documents are to be submitted ONLINE:

Sr.No.	Documents to be submitted online	Documents to be submitted in physical mode
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		(Hard Copy)
1	Scanned copy of Banker's Pay Order or Demand Draft for tender cost	Banker's Pay Order or Demand Draft towards Tender cost.
2	Scanned copy of the submitted Bankers' Pay Order or Demand Draft for 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 Earnest Money Deposit , if applicable	Banker's Pay Order or Demand Draft (in original) 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 Earnest Money Deposit , if applicable
3.	Scanned copy of Exemption Letter if applicable	Copy of Exemption Letter if applicable
4	Scanned copy of duly filled and signed Tender Set at required places.	Nil
5	Scanned copy of duly filled in and signed Bill of Quantities (BOQ)	Nil
6	Class & Speciality	D' above

9. Schedule of quantities and Rates (BOQ): The bidder shall submit his offer in BOQ online in the format provided in Price Bid and no other format is acceptable. The price bid has been given as PDF file with the tender document, and the same is to be downloaded and filled by the bidder. The bidder should submit online 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.

10. 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.

11.The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.12,100/-** (Rupees Twelve thousand one hundred only) and E.M.D should be lodged in the form of Bankers Cheque or Demand Draft or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa and shall submit the actual financial instruments i.e. Pay Order/Demand Draft towards Cost of Tender Fees/EMD in a sealed cover marked with Tender No., Name of the Firm, Due Date of the tender and submit it in the tender box kept at the AEN/ Accts Office, Civil Engineering Department on or before the Due Date and Time.

- a. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be opened.
- b. Tenderers who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME shall be eligible for exemption from payment of EMD. They are required to submit documentary proof of such registration shall submit the same with the bid, as detailed in Instructions to Tenders, for claiming the available exemptions.

- c.. The E.M.D. of shortlisted tenderers, excluding first three lowest tenderers will be refunded to them within 10 working days from the date of opening of price bid of the tender.
- d.. E.M.D. of other tenderers, i.e. any two among the first three lowest will be refunded to them only after acceptance of Work Order by successful tenderer and only after lodgement of Security Deposit of by the successful tenderer .
- e. E.M.D. of successful tenderer may be retained as Initial Security Deposit.

12... Sealed Cover as described above which if submitted after due date and time, will be considered as **Late Bid** and will not be accepted. The Such sealed cover received shall be returned unopened to the Bidder. **The online bid submitted by such bidder will not be opened.** Bidders to note that MPT shall not be responsible for late receipt of any bid due to postal delays or any other delay for whatsoever reason.

13.**Security Deposit:** EMD plus retention money of 10% of the work done or value of contract and to release on completion of work /defect liability period .

14. The bidders will submit their offers online in the appropriate covers mentioned on the site. The bidders will have to sign the documents wherever required and upload the scanned copies of those signed documents along with their bids.

15. The tenderers must not quote counter conditions involving extra expenditure. The tenderers should refrain from sending revised or amended offers after the closing date of the tender. The Chief Engineer reserves the right to reject such offers without assigning any reasons thereof.

.16.The tenders shall remain valid for a period of 120 days from the date of opening of the tenders.

17.he Board of Trustees of Mormugao Port Trust reserves the right to reject any or all tenders without assigning any reason.

18.The tender documents are NOT TRANSFERABLE.

19.The subject contract period is for one year from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.

20.Time is the essence of contract Liquidated Damages for delay in completion of work shall be recovered at the rate of 0.5% of the Contract Price per week or part thereof delay subject to a maximum ceiling of 5% of the contract price. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.

21.The contractor shall comply with the Employee State Insurance Act 1948, Govt of India, Ministry of Labour and employment notification dated 28.07.2009 & provide the ESI code No. & updating the contribution towards the ESIC.

- 22.;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.
- 23.The contractor will be required to submit evidence of payment of wages to the labour / workmen into their bank account, the statement of remittance towards wages EPF and ESIC for all labours engaged for the subject work along with their bills duly verified by the Assistant Engineer (Accts) .The wages and remittance for ESIC, EPF etc.shall be in accordance with the existing labour laws. The contractor's bills will not be processed / passed in case of non-compliance of these provisions in the contract.
- 24.Income Tax, WCT, etc. as applicable from time shall be deducted from the amount payable to the Contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the contractor.
- 25.GST Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration certificate along with the tender. GST has to be claimed extra as applicable while submitting the bills.
26. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
- 27.The Vendor shall quote GST No. of MPT (30AAALM0293P1ZY)on all invoiced raised on Port. If vendor is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the Vendor.
- 28.The Vendor shall furnish HSN /SAC Code for each items of the work
- 29.There is no maintenance/defect liability period of the work to this contract .
30. A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.
31. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

Chief Engineer

Headland Sada, Goa

Date :



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO. CE/ 33 /2019

NAME OF WORK: Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

FORM OF TENDER

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

I/We _____, do hereby offer to execute the work comprised in the annexed Tender Notice for **“Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.”** in strict accordance with the Instructions to Tenderers, Special Conditions of Contract, Specifications etc. at the Item Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake to Carryout the work for a 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 liquidated damages at the rate of 0.5% of the contract price per week or part thereof delay in work subject to a maximum ceiling at 5% of the contract price represents a fair estimate of the loss likely to result from the delay.
3. I/We send herewith a sum of **Rs.12,100/- (Rupees twelve thousand One hundred only)** as a deposit or earnest money of my/our willingness to enter into the contract if my/our tender is accepted.
4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities & Rates attached to this tender.

5. I/We also agree, if awarded the contract, that the Earnest Money lodged with this tender will be retained by the Board of Trustees towards part of the Initial Security Deposit and to make further deposit of balance amount and total at 10% of tendered value by Demand Draft/G.P. Notes/ Securities of Public Bodies/10 years defence certificates/Units from Unit Trust of India , within twenty-one days or such extension of the period permitted by the Chief Engineer, in writing, after receipt of information that my/our tender has been accepted by the Port Trust.
6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 10% of the contract Value of my/our tender by way of deductions from my/our bills .
7. I/We hereby agree for deduction of 2% of gross value of work certified in each bill from the amount payable to me/us towards income tax or any other taxes applicable.
8. I/We have inspected the site and I am/We are fully aware of the work to be carried out while tendering for the contract.

9. *(A) Mine is a proprietary firm and I am the sole proprietor of the firm. My firm is/is not registered with Registrar of firms.

Name : _____

Age : _____ years

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

	<u>Name</u>	<u>Age</u>
1.	_____	_____ years
2.	_____	_____ years
3.	_____	_____ years
4.	_____	_____ years

We understand and confirm that if our offer is accepted, the contract will be entered into with the above mentioned partners only and the Trustees will not recognize or deal with any minor partners or their guardians.

*(C) Ours in a Company with liability and a copy of our Memorandum and Articles of Association will be sent for perusal upon acceptance of our offer.

Proposed contract is intended to be signed by a duly constituted Attorney and original power of Attorney in his favour will be submitted for perusal immediately on acceptance of the tender.

The contract will be completed under the Company's Common Seal.

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

** _____

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

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

13. I/we understand that the Board is not bound to accept the lowest or any tender you may receive and may reject the same (the lowest) or any other tender without assigning any reason therefore.

14. "I have read and understood the General conditions and specification of the work which are printed in Volume -I supplied to me by the Department which will form a part of tender and this shall remain binding on me".

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

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

Witness's _____ Tenderer's _____
 Signature _____ Signature _____
 Name _____ Name _____
 Address _____ Address _____

 Tel. No. _____ Tel. No. _____
 Hand Phone (Mobile No.) _____
 Date: _____ Date _____

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


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ENGINEERING (CIVIL) DEPARTMENT
TENDER NO.CE/ 33 /2019

PPENDIX I

NAME OF WORK: **-Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.**

IMPORTANT INFORMATIONS

S.N.	Particulars	Details
1.	Period for commencement from the Chief Engineer's orders to commence.	7 days. OR as specified in the Work order
2	Time of Completion	12(twelve) Months.
3	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.
4	Period of maintenance.	N.A.
5.	Percentage of retention from each running account bill	10% on R.A. bill amount subjected to maximum 10% of contract award price to be retained from the running bills and to be released on completion of work/defect liability period as applicable.
6	Total Security Deposit and Retention Money.	EMD+10% value of the contract.
7	Minimum amount of interim Certificate.	2.0 lakh
8.	Time within which payment to be made after contractor's submission of the bill.	100% within 10 days of submission of bill in quadruplicate with Engineers certification
9.	Mobilisation advance	Not applicable to this contract.
10.	Interest rate on Mobilization advance	Not applicable to this contract.
11.	Mode of recovery of Mobilization advance	Not applicable to this contract
12.	Variation in price of labour and materials	Not applicable to this contract
13.	Arbitration	Not applicable to this contract

14.	Minimum amount of third party insurance	5% of the tender amount
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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: _____

Occupation: _____

Chief Engineer



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
Tender No. CE/33 /2019

NAME OF WORK: -Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

ADDITIONAL SPECIAL INSTRUCTIONS

- 1.) The 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. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting. Quoted rates should be workable and reasonable and should include ESI ,PF, Minimum wages ,incidental and all overheads, and profits.
- 2.) Proper and satisfactory maintenance and up-keep of garden and landscaped area including all lawns, plants, trees etc. within the specified premises is the essence of the contract and no let down will be permitted. Failure to fulfil this condition of satisfactory maintenance will attract non-payment / reduced payment of price quoted on proportionate basis to be decided by the Engineer in charge whose decision is final and binding. The contractor should deploy the minimum number of persons per day as specified. Failure to deploy such stated labour will be considered as breach of contract. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.
- 2a) Water required for the regular watering and maintenance of the garden will be supplied by the Port to the EXTENT POSSIBLE free of cost. All arrangements including pipe connections, the hose pipes, sprinklers etc. as may be required shall have to be arranged by the contractor at his cost. Watering shall be done daily in the early hours in the morning before 9.00 hrs. and in the evening after 4.00 P.M. or as per water availability.

- 2b) Water is supplied to the garden to limited time therefore contractor shall make arrangement to provide storage facilities at his cost to store water for days requirements as and when released.
- 3) However, it shall be specially noted that in case of failure of supply of water from the Port due to any reason whatsoever, the contractor shall arrange to procure water in tanker or any other suitable transport and arrange for satisfactory watering. The cost of such transporting of water by tanker etc. shall be paid after producing the vouchers for the expenditure incurred.
- 4) The period from beginning of June to end of September is considered as rainy days and plantation work to be taken in this period. However, advantage shall not be taken in case of delay in the onset of monsoons and early receding of rain and watering shall be done sufficiently in the event of delay in the onset of monsoon or early receding of monsoon.
- 5) The tenderer shall submit detailed along with the tender. Programme of the daily routine works like watering, weeding etc. as per the garden maintenance schedule and as directed.
- 6) Any damage to the Port property caused during the maintenance operation shall be made good or compensated by the contractor.
- 7) Security deposit will be refunded one month after satisfactory completion /defect liability period and after issue of completion certificate by the Chief Engineer.
- 8) The tenderer shall inspect the site and fully study the nature of work involved vis-à-vis the quantity and specifications, before tendering for the work. Any clarification in this regard will be given, if required, prior to submission of tender.
- 9) The work shall be carried out without disturbing the operation of Port or other agencies working in the department.
- 10) Spraying of pesticides shall be done as and when directed. Pesticides will be supplied by the department free of cost.
- 11) If any conditions are to be stipulated by the tenderer the same should be written, put in a separate sealed cover and submitted super scribing the name of the work and name of the tenderer. If any conditions stipulated by the tenderer are found in single cover containing tender documents the same will not be considered and treated as withdrawn by the tenderer.
- 12) The work shall be performed by deploying the minimum specified garden staff daily between 8.00 hrs to 13.00 hrs and 14.00 to 17.00 hrs on all working days excepts on all Sundays and following holidays
i) Republic Day(ii) Labour Day(iii) Independent Day(iv) Ganesh Chaturthi & (v) Christmas .
- 13) The list of the labours deployed for work shall be submitted to AEN (HL-I) office at Headland indicating the

name of workers. EPF & ESI Nos. on day to day basis.

- 14) All types of taxes excluding GST to be included in the price quoted by the bidder.
- 15) Daily labour shall report at 8.00 Hrs. to 13.00 Hrs. and 14.00Hrs to 17.00Hrs. and take up the gardening work and reporting late shall attract the penalty of Rs. 200/- per late attendance per each labour. Also a penalty will be levied @ Rs.1000/- per labour&Rs. 800/- per malee for absenteeism of labour&malee respectively.
- 16) The labour posted by the contractor should be able to take instructions from the concerned departmental staff to work at any other locations shown in the MPT areas as required.
- 17) If the maintenance is not carried out satisfactorily for the gardens or if the labours are not deployed properly by the contractor, proportionate deduction in the rate will be effected in the respective bill.
- 18) The Contractor's supervisory staff shall be fully experienced in the type of work specified and same to be carried out under their supervision.
- 19) The Contractor is required to submit a certificate about the person employed by him so that he undertakes the complete responsibility on their activities when present in Port areas. The Contractor should also submit details of employees to verify their antecedents from Police/local authorities for security reasons.
- 20) The contractor shall have to fulfil and comply with all the statutory requirements as per the provisions of law i.e. Contract labour Act, Minimum wages Act, and other related labour legislature, EPF & ESI Act etc. as amended from time to time, indemnify the Board from any claim in future or due to any breach of the statutory requirements. The Chief Engineer as a principal employer shall enforce the provision of these Acts. All statutory requirements shall be scrupulously followed, Non compliance in this regard, the bill will not be processed and may lead to necessary action as deemed fit.
- 21) The Contractor shall maintain and update all records of labour employed for this work and produce the same to the Controlling Officer regularly and any other Competent Authority as and when required. The following minimum records shall be maintained:
 - (i) Muster roll.
 - (ii) Register of Wages.
 - (iii) Material Register (stating total received, daily consumption and balance).
 - (iv) Site Instruction Book.
 - (v) Measurement register.
 - (vi) Any other records to be maintained under various acts as applicable.
- 22) The additional special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing instructions to Tenderers, General Conditions, Special conditions and General Specifications forms an integral part of the tender document.
- 23) The contractor shall arrange to remove all weeded debris, dry leaves etc. from the premises and dump the same at places pointed out at least once in a week time.
- 24) Joint measurement will be taken on every month 1st working day along with contractor/authorised representative for the earlier month work executed by the contractor. If the contractor/authorised representative not reported on the joint measurement day (1st working day of the month) the measurement

will be taken & recorded by the departmental representatives and payment will be made according to the joint measurement and no claims will be entertained on this.

- 25) In case the chief Engineer or his representative finds that the quality of the work is unsatisfactory during the progress of work remedial action including reduction of payment on pro-rata basis will be taken from the contractors running account bills.
- 26) GST Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration certificate along with the tender. GST has to be claimed extra as applicable while submitting the bills.
- 27) a) The contractor should submit the muster and wage register by 15th of every month to AEN (HL) office.
 - b) Detailed downloaded statements regarding ESI & EPF contribution pertaining to all the works in MPT should be submitted every month irrespective of bill being submitted.
 - c) Witnessing of labour wages being paid shall be arranged from the departmental staff by giving intimation at least 1 days in advance to the departmental staff.
- 28) The Contractor has to submit the daily progress report of the garden maintenance work, along with the number of labour engaged for the work. If labour deployment is less than specified, the deduction will be carried out as specified.
- 29) The Malee posted for the work should know the works like hedge cutting, lawn mowing, including minimum required knowledge and skill about plant names, required manure, pesticides for the garden maintenance.
- 30) The Contractor has to arrange & keep available at site the necessary tools & others accessories like ghoda, axe, spades baskets, rose cane, spraying pump, pruner etc. including supplying of rain coats to the labour during the monsoon period.

31. 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.

32. 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. F.NBO. 1/8(7)/2019-LS-II dtd. 27.3.2019			
Sr.	Head	Category of Garden Maint. staff	Remark

no.		Mali Rs. P	Mazdoor Rs. P	
1	Min wages	551.00	487.00	
2	P.F. & service charges@13.10	72.18	63.80	
3	E.S.I @ 3.25	317.91	15.83	
4	Others	0	0	
	Total	641.09 say Rs.641/-	566.62 Say Rs 567/-	

Chief Engineer



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/ 33 /2019

NAME OF WORK: -Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

SCOPE & SPECIFICATION OF WORK

- 1) Complete maintenance of the entire garden features at HOD Enclave at Headland having as per yardstick in the garden area i.e. lawn, trees, shrubs, hedge, flower beds, foliage, creepers, flowering and fruit bearing and other trees, palms, flower pots, etc. as per garden maintenance schedule and as directed.
- 2) Supply & stacking of good quality red garden earth free from stones, roots, pebbles and other foreign materials etc.
- 3) Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish etc.
- 4) Execution of miscellaneous garden /housekeeping related works as and when instructed

Chief Engineer



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
Tender No. CE/33 /2019

NAME OF WORK :-“ Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

SPECIFICATIONS OF WORK

1.GENERAL: The work shall consist of maintaining cleanliness in and out of HOD enclave daily sweeping(dry) with broom the area of roads, pathways pavements etc. and maintenance of already established gardens which includes maintenance of flowerbeds ,hedges, ground covers, potted plants, including fruit bearing trees ,coconuts ,nursery, kitchen garden, plantation and civil works associated with horticulture - water fountains ,sitting benches ,statues etc. and keeping the gardens in perfect and lively condition, including revival and remodeling the existing garden as directed . No escalation or price adjustment is applicable for this work.

The contractor without any extra cost shall provide and maintained all tools, Lawn mowers, hosepipes sprayers, sprinklers ,dusters ,rollers, other accessories and any other tools equipments, deploying sufficient gardeners etc. required for satisfactory maintenance including keeping minimum specified garden staff daily during the stipulated hours of entire contract period . The contractor will be provided with open space at the site of work for storage of tools ,equipments etc. and has to make his own security arrangements for storing the same.

2.WATERING:- Daily adequate watering of garden,lawn ,potted plants, ,trees shrubs ,hedges ,flowerbeds, kitchen garden etc. with hosepipes, sprinklers, in different areas ,in and out of the premises during the prescribed hours. Waterline with suitable outlet for watering the garden are provided to cover all areas .The water shall be made available free of cost at the above outlets .The maintenance contractor shall also should supply water through tankers fitted with sprinklers etc during the water shortage and as directed by the chief Engineers representatives

.The contractor shall also arrange for storage tanks to store water without any extra cost if desired and draw water for watering of lawn ,plants ,trees ,hedges ,flowerbeds ,shrubberies ,potted plants etc. everyday. Care should be taken to avoid excessive watering waste of water and damage to the tender plants and flowerbeds .At places where garden water supply outlets are not provided ,the contractor shall make his own arrangements to carry water to required sites with hosepipes /tanks etc, at his own cost. Watering of lawns should invariably be done by portable sprinklers. The contractor should purchase and maintain on site at least 6 sets of sprinkler irrigation system .

3.MAINTENANCE of LAWN -Routine maintenance and leveling of Lawns admeasuring aprox. 1600 sqm. provided in different areas are to be watered as per the requirements in various Climatic conditions by portable sprinklers. . The contractor should purchase and maintain on site at least 6 sets of sprinkler irrigation system .Moving of the lawn with the help of lawn Mover (hand driven or power driven), Cutting the edges to provide picturesque Lawns whenever required or at least once in a month. Apply Insecticides / Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination as per garden maintenance schedule and as instructed by the Chief Engineer's Representative.

4. WEEDING:-All unwanted plants out of place are to be weeded out along with roots .All the weeds hidden under grass or otherwise shall be removed to ensure that no more weeds are left which may comeup within a foertnight of the weeding. All to the satisfaction of the Chief Engineer,s representatives .

5.TRIMMING OF HEDGES:- The hedges should be trimmed periodically and maintained in good shape to the satisfaction of Chief Engineer,s representatives .

6. HOEING: - The soil near the plants shall have to loosened by creaking the clods. Removing unwanted vegetation dressing up the area to required slopes and shapes as per instruction at Officer-in charge at his authorized representative.

7. APPLICATION OF FERTILIZERS: - The contactor shall apply the fertilizers supplied by department to the lawns. Shrubs.,trees flower beds etc. as per dose recommended by the Officer-in charge or his authorized representative..

8. FLOWER BEDS:-The contactor shall execute the approved plan of planting and maintaining seasonal flower beds as directed the Officer-in charge or his authorized representative. Once the seasons is over the beds should be replanted with new seasonal plants after cleaning the area all as instructed by the Officer-in charge or his authorized representative.

9. TAKING CARE OF PLANTS:- The contactor shall take care of the plants flower lawns hedge trees and all other garden feature in the to keep them tree from insects pests and disease the contactor shall protect the plants from the diseases attack at insects pest by application

10.SUPPLY OF SERTILIZER ,SEASONAL FLOWER SEEDS,INSECTICIDES AND FUNGICIDES .

Dpartment as and when required will supply packed fertilizers flower seeds ,insecticides and fungicides minimum three times during the contractual period. Quantity of fertilizers ,flowerseeds ,insecticides ,fungicide shall be decided by Chief Engineers representative

12. DISPOSAL:-All excavated materials ,rubbish generated from lawn and garden and from any other sources viz. office and site etc. shall be disposed off on the same day by manual labour beyond 200 metres distance from the worksite.

14.MAINTENANCE OF POTTEDPLANTS.-

The contractor will maintain the potted plants by watering ,weeding Hoeing . cleaning of the pots and repotting with new plants,applying soil and manure

15.PREPARATION AND MAINTENANCE OFNURSERY/ NEW PLANTS.-

Propogation of plants by cutting suckers layers etc. from the existing plants in the garden in plastic bags of UV. Resistance and then maintenance during the period of contract or till they are utilized.

17 NUMBER OF WORKERS.-

The Contractor shall deploy sufficient experienced garden staff along with garden tools ,tackles ,hosepipes etc. but not less than one Mali(male) and one Garden worker per day between 8.00am to 13.00Hrs and 14.00to 17.00. on all weekday excepts on Sundays and specified holidays . Over and above the minimum number of work force required as stated above ,the contractor may engage additional work force required to meet the job requirement entered in the terms and condition of the tender, for which no extra payment will be made to the contractor. However incase number of work force deployed is less than what is has been prescribed above, the recoveries will be made as per the relevant provision of this contract from the payment to the contractor.

Annex-A

SCHEDULE FOR GARDEN/ HORTICULTURE MAINTENANCE WORKS

Tender No. CE/33 /2019

Name of work:- Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

Sr. No	Item of work	Activities	Nos./Qty /Frequency Required	Nos./Qty /Frequency to be actually done Period												Remark		
				jan	Feb	Mar	Apl	May	June	July	Aug	Sept	Oct	Nov	Dec			
1	Maintenance of lawn	Watering/irrigation	Daily															
		Mowing ,trimming Cutting the edges	Monthly															
		Deweeding	As & when required															
		Gap filling	Monsoon, As& when required															
		Manuaring	Twice a year sept&march															
		Application of Fertilization & pesticides etc.	Qtrly.- feb,june,oct															
2	Maintenance of trees	Prunning and Trg.	Twice a year April. & October															
		Loosening ,mulching, adding good soil & manure	twice a year Nov., April															

		Removal of dry branches ,leaves from big trees like banayan , pimpal etc.	Twice a year or as & when required																
		Watering	Thrice a week																
3	Maintenance of Shrubs and hedges	Watering	Daily																
		Loosening ,mulching, adding good soil & manure	twice a year Nov., April																
		Gap filling	Monsoon, As& when required																
		Pruning & Trg.	Qtrly or and , needbased																
		Application of Fertilization & pesticides etc.	Qtrly.- feb,june,oct.																
4	Maintenance of potted plants	Watering	Daily																
		Loosening,depotting ,mulching, adding good soil & manure	once a year Oct.																
		Pruning & Trg.	Need base																
		Application of Fertilization & pesticides etc.	Qtrly.- feb,june,oct																
5	Maintenance of creepers	Watering	Daily																
		Loosening ,mulching, adding good soil & manure	once a year Oct.																
		Pruning & Trg.	Need base																
		Application of Fertilization & pesticides etc.	Qtrly.- feb,june,oct																
6	Maintenance of flowe beds	Watering	daily																
		Loosening ,mulching, adding good soil & manure	Once a year																
		Application of Fertilization & pesticides etc	Qtrly.- feb,june,oct																
7	Preparation &Maintenance of kitchen garden /ground covers	Watering	daily																
		Loosening ,mulching, adding good soil & manure	Once a year																
8	Any other item (Hort., CivilElect., U/Fwater supply)required for proper maintenance	Cleaning removal of weeds, washing etc,	Once a year and as instructed																

9	Deployment of minimum Garden staff.	2) Mali-1no 2) Gardener/ mazdoor- 1no.	daily														
10	Cultivation & weeding out	-	As & when required /needbased														
11	Plucking of fruits ,coconuts etc	-----	Once a year & as & when instructed														
12	Disposal of garden waste	-----	Daily as per norms & as instructed														
13	Any other job assigned		as & when instructed														



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/ 33 /2019

NAME OF WORK: -Annual Maintenance and upkeep of Gardens, lawns & landscaping and other areas of HOD Enclave at Headland for the year 2019-2020.

DIRECTIONS TO TENDERERS FOR FILLING IN THE SCHEDULE OF QUANTITIES & RATES

1. Tenderers are required to fill in their **percentage rate** at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & rates shall be stated.

2. The Percentage Rate inserted shall hold good for all works against the item under this contract, without reference to quantity or location of the work or the variation in the estimated quantity. The tenderer's will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.

3. Quantity of each item of work mentioned in the Schedule should be noted and the percentage rate worked out carefully, having regard to the specifications before submitting the tender, as no variation in rates, etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. The percentage rate, above or below the Schedule /Estimated rate, indicated at the of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.

4. Tenderers are requested to note that though the contract is percentage rate, they are required to add or deduct the amount due to this percentage, as the case may be and work out the final figure (amount of their

tenders), at the end of the Schedule of Quantities & rates.

5. The Percentage Rate should be legibly written in figures as well as in words, in the space provided for. Erasures or corrections in figures or in words, without Tenderer's initials, will render the tender liable for rejection.

Chief Engineer