



**MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT  
Tender No.CE/35 / 2018  
FACE SHEET TO ACCOMPANY THE TENDER DOCUMENTS**

- A. 1. Name and full address of the Contractor to whom the Tender Documents are issued. :
2. Whether registered with Engineering (Civil) Department, if so, class of registration. :
3. If not registered, reference to the letter of the Chief Engineer authorising issue of the tender Documents. :
4. Date of issue of Tender Documents. :

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**SIGNATURE OF AEN (Accounts)**

- B.1. Name of work::**Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19**
2. Tender Value : Rs.6,24,587.50
3. Cost of each set of Tender Documents : Rs. 500/-
4. Date and Issue of Tender Documents : From : 1.10.2018 To 11.10.2018
5. Date of receipt of tender and time :
6. Amount of E.M.D. : Rs. 12,500/-
7. Date of opening of tender and time : On 11.10.2018 at 3.30 hrs.
- 8 a) Whether E.M.D. received : Yes/No.  
b) if so, in which shape : E- payment / D.D.
9. Form of contract : Percentage rate
10. Whether tender received in duplicate : Yes/No
11. Whether rates have been quoted in both the tenders in words and figures. : Yes/No.
- 12.Total No. of Tenders received for the work:

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**AEN (Accounts)**

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**EXECUTIVE ENGINEER (HL)**



**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**TENDER NO. CE/35 /2018**

**NAME OF WORK:** -Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust,Headland -Sada for the year 2018-19

**GENERAL INDEX**

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

**NOTE :**

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

**Chief Engineer**  
**Murmugao Port Trust**

Headland, Sada(Goa)



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

**ANNEXURE -I**

**Tender No. CE/ 35 /2018**  
**Tender Notice No. CE/N-35 /2018**

**NAME OF WORK:** -:Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19

Sealed Percentage Rate Tenders in Single Cover System are invited from the Contractors registered with M.P.T.in appropriate class and having experience carrying out such works can apply for tender subject to fulfilling the below conditions.

Sr. No.	Class of contractor eligible to tender.	Cost of tender document (non-refundable)	Estimated cost of work put to tender	Sale of tender documents From/To
	Name of the work	Earnest Money Deposit	Period of completion	Date of opening of tender
1.	Class `D` and above.	Rs. 500/-	Rs.6,24,587.50	01.10.2018 To 11 .10.2018 up to 3.00 p.m.
	:Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children'spark & Dr.Ambedkar Vocational Centre at Mormugao Port Trust-Headland ,Sada for the year 2018-19	Rs. 12500/-	12 months.	11.10.2018 at3.30 p.m.

**N.B.**

- i) The tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender may be obtained from the Office of Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust at Headland, Sada, Goa on payment of Rs.500/- which sum will not be refunded.
- ii). The interested firms may alternatively download the Tender Documents from the Mormugao Port Trust web site <http://www.mptgoa.gov.in> However, a separate sealed envelope super scribed 'Tender Cost' containing a Demand Draft/ Banker's Cheque drawn in the name of "FA & CAO of the Port of Mormugao" towards the cost of tender document may be placed in the envelope containing the sealed offer submitted in the downloaded Tender Document, failing which the offer of the firm will be left out of consideration. The downloading of the Tender Documents shall be carried out strictly as provided on website. No editing, addition/deletion of matter shall be permitted. If such action is observed at any stage, such offer is liable for outright rejection.  
A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.

2. Tender documents will not be sent by Post or Courier Service. The proposed work comprises of :- Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year\_2018-19

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

4. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.12,500/-** (Rupees Twelve thousand only) and E.M.D should be lodged in the form of Bankers Cheque or Demand Draft or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa is required to be enclosed along with the Tender. In any case, E.M.D. in the form of Cash/ Cheque will not be accepted.

a. The E.M.D should be put in a sealed envelope and marked as "EMD" and should be submitted along with the tender in a separate sealed envelope. The Sealed envelope containing the tender document and sealed envelope enclosing the EMD both shall bear the identifications like (i) Tender No. (ii) Description of works (iii) Bidders name and Address and (iv) Due date and time of bid opening. If the envelopes are not sealed properly, Mormugao Port Trust will assume no responsibility for the misplacement or premature opening of the bids submitted and same is liable for rejection.

b. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be opened.

c. E.M.D. of the Tenderers excepting first three lowest tenders will be refunded to Contractors. Contractors are requested to contact the AXEN(Accounts), Chief Engineer's Office. Main Administrative Office, Mormugao Port Trust for claiming such refund along with copy of original receipt issued by this office.

d. Contractors may submit the following information in order to refund the EMD's/ Bank Guarantee/ Security Deposit/ Retention Money, payments of bills etc.

i)Name of Bank.

ii)Place.

iii)Account No.

iv)Type of Account

v)PAN

vi)EPF No.

vii)ESI No.

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

e. EMD of the other tenders i.e. any two among the first three lowest Tenders will be refunded to them only after acceptance of work order by successful tenderer. E.M.D. of successful contractor will be retained towards Initial Security Deposit.

5. **Security Deposit:** EMD to be converted as Initial Security deposit plus 10% of the value of contract to be retained from each running /Final bill and shall be returned after defect liability period..

6. Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders.

7. 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.
8. Counter conditions stipulated in completion period by the contractor will not be considered. Tenders with counter conditions are likely to be rejected summarily without assigning any reasons therefore.
9. 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.
10. Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer-HL.
11. 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.
12. The original tenders to be submitted should be enclosed in as sealed cover and super scribed, 'Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19' and should be addressed the Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland. Sada, Goa-Pin: 403804.
13. The tenders complete in all respects should be placed in the Tender Box kept inside the cabin of AEN(Accounts), Chief Engineer's office at Main A.O. Building, 2<sup>nd</sup> floor, Mormugao Port Trust up to 15.00 hrs. on due date and opened at 15.30 hrs. on the same date in the presence of such tenderers who may wish to be present.
14. The tenderers should specifically note that their offers should reach this office on or before the due date and time. offers received late will not be considered. tenders sent by post will be rejected.
15. The Chief Engineer and or Board of Trustees reserves the right to reject any or all tenders received without assigning any reasons therefore.
16. Unsigned tenders will not be considered.
17. 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.
18. 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.

19. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
20. 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.
- 21.The Vendor shall furnish HSN /SAC Code for each items of the work
- 22..There is no maintenance/defect liability period of the work to this contract .
23. The tenderers should strictly note that they should be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
- 24.Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

**Chief Engineer**  
**Murmugao Port Trust**

Headland Sada, Goa  
Date :



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**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**TENDER NO. CE/ 35 /2018**

**NAME OF WORK:** Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19

**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 for "Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19" 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.
1. 2. I/We undertake to maintain and upkeep the garden for a period of 12 months from the date of receipt of work order/ handing over of the site whichever is earlier.. 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.12,500/- (Rupees twelve thousand five hundred only)** as a deposit or earnest money of my/our willingness to enter into the contract if my/our tender is accepted.
4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities & Rates attached to this tender.
5. I/We also agree, if awarded the contract, that the Earnest Money lodged with this tender will be retained by the Board of Trustees towards part of the Initial Security Deposit and to make further deposit of balance amount and total at 5% of tendered value by Demand Draft/G.P. Notes/ Securities of Public Bodies/10 years defence certificates/Units from Unit Trust of India /by way of a Bank Guarantee, within fourteen days or such extension of the period permitted by the Chief Engineer, in writing, after receipt of information that my/our tender has been accepted by the Port Trust.
6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 10% of the contract Value of my/our tender by way of deductions from my/our bills .

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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**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**TENDER NO.CE/35/2018**

**APPENDIX I**

NAME OF WORK: - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19

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

S.N.	Particulars	Details	
1.	Amount of Initial Security Deposit(ISD) and time	EMD. to be converted as ISD and will be returned on successful completion of the work/defect liability period	
2.	Period for commencement from the Chief Engineer's orders to commence.	02 days.	
3.	Time of Completion	12(twelve) 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.	Period of maintenance.	N.A.	
6.	Percentage of retention from each running account bill	10%. Of the contract value to be returned after successful completion /defect liability period	
7.	Total Security Deposit	EMD+ Retention Money ( RM) 10% of value of the contract.	
8.	Minimum amount of interim Certificate.	2.0 lakh(or every 4 months).	
9.	Time within which payment to be made after contractor's submission of the bill.	100% within 20 days of submission of bill in quadruplicate with Engineers certification.	
10.	Mobilisation advance	Not applicable to this contract.	
11.	Interest rate on Mobilization advance	Not applicable to this contract.	
.N.	Particulars	Clause of G. C.	Details
12.	Mode of recovery of Mobilization advance	69	Not applicable to this contract
13.	Variation in price of labour and materials	70	Not applicable to this contract
14.	Arbitration	66	Not applicable to this contract
15.	Minimum amount of third party insurance	Clause No. 13 to 16 of Special Instructions of Contra-ct (Vol I)	5% of the tender amount

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly

authorized to sign tender for and on behalf of \_\_\_\_\_.

(IN BLOCK LETTERS)

Tenderer Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

\_\_\_\_\_



**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**Tender No. CE/35 /2018**

**NAME OF WORK:** - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland ,Sada for the year 2018-19

**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. No escalation nor a price adjustment due to variation on account of increase in minimum labour wages is applicable for this work.
- 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) Any damage to the Port property caused during the maintenance operation shall be made good or compensated by the contractor.
- 6) The work should be carried out strictly as per the Garden maintenance schedule and as instructed by Chief Engineer or his Reoresentative in time to time .
- 7). Penalties in case of violation of the contract :
  - a) Non deployment of garden maintenance staff daily between 8.00 Hrs. to 13.00 Hrs. and 14.00Hrs to 17.00Hrs. a penalty will be levied @ Rs.550/- per labour & Rs. 715/- per malee for their absenteeism respectively
  - b) Penalty up to Rs.500/- will be imposed for the following lapses:
    - i)Non-watering/ partial watering of plants on any day.
    - ii)Unscrupulous cutting of trees/plants and allowing them die.
    - iii)Garbage disposal without conforming to stipulations and as directed as above
    - iv)Not following the instructions given by the Chief Engineers Representative .
- 8) Security deposit will be refunded one month after satisfactory completion /defect liability period and after Issue of completion certificate by the Chief Engineer.
- 9) The tenderer shall inspect the site and fully study the nature of work involved vis-à-vis the quantity and specifications, before tendering for the work. Any clarification in this regard will be given, if required, prior to submission of tender.
- 10) The work shall be carried out without disturbing the operation of Port or other agencies working in the department.
- 11) Spraying of pesticides shall be done as and when directed. Pesticides will be supplied by the Department free of cost.
- 12) If any conditions are to be stipulated by the tenderer the same should be written, put in a separate sealed cover and submitted super scribing the name of the work and name of the tenderer. If any conditions stipulated by the tenderer are found in single cover containing tender documents the same will not be considered and treated as withdrawn by the tenderer.
- 13) The minimum staff should be deployed on all days except Sundays and five specified national holidays.
- 14) 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.
- 15) All types of taxes excluding GST to be included in the price quoted by the bidder.
- 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) The Contractor's supervisory staff shall be fully experienced in the type of work specified and same to be carried out under their supervision.
- 18) 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.
- 19) Bidders may submit the following information in order to refund the EMD's/Retention Money /BG's/ Security Deposits, payment of bill, etc.
- a) Name of the Bank and Branch.
  - b) Account No.
  - c) Type of A/c. No.
  - d) PAN No.
  - e) EPF, ESI Number & Insurance Policy, if any.
- 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 legislations, 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 1<sup>st</sup> 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 (1<sup>st</sup> 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) 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) a) The contractor should submit the muster and wage register by 15<sup>th</sup> 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.
- 27) 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.
- 28) The Malee posted should be literate & experienced in garden maintenance works .He 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.
- 29) 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.
- 30.) The Contractor shall keep the/Board /Port Trustee indemnified fully and without limit against all costs, claims, damages, expenses, fines, losses, injuries or damage to person or property resulting from any act or neglect done or committed during the currency of the contract, liabilities and penalties including attorney's cost, expenses accruing, incurred or suffered by the Port directly or indirectly arising on account of:
- a). failure by the Contractor to perform any of the obligations under this contract, in accordance with the provisions of this contract;
- b ).Any claim from any statutory authority or workers of the Contractor with respect to their terms of services, arising in relation to non-compliance by the Contractor with any matter set out here in;

**31). Contract can be terminated if the Contractor:-**

- a) If it is observed at any stage that the quality of the work is not satisfactory ,the contract /workorder as whole may be terminated and security deposit forfeited.
  - b) Having been given a notice in writing by the chief Engineer or his Representative to rectify ,reconstruct or replace any defective work or that that the work is being performed in an inefficient or otherwise or unknown like manner ,shall omit to comply with requirements of such notice for a period of 14days thereafter ,or
  - c)Has without reasonable cause suspend the progress of the work or has failed to proceed with the work so that in the opinion of the Chief Engineer ( which shall be final and binding ) that he will be unable to secure completion f the work by date for completion and continues to do so after notice in writing in fourteen days from the Chief Engineer or his Representative ,or
  - d)Persistently neglects to carryout his obligation under the contract and /or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 14days after a notice in writing is given to him in that behalf by the Chief Engineer or his Representative ,or
  - e)In the event of instances of gross misbehavior, theft ,burglary ,moral turpitude ,misuse of Port property by the contractor or by his any staff or agent ,Board of Trusty /Chief Engineer may forthwith terminate the contract summarily without any previous Notice to contractor and contractor shall have no claim whatsoever against Board of trustee or any of its officers in consequences of such termination .
  - f) In case if the total recovery due to penalty or due to LD ..etc is more than 25% of the contracted value , the contract is liable to be terminated and the balance works shall liable to be got completed by MPT through other agency at the risk and cost of the defaulting contractor.
- 32) .Immediately on the termination or expiry of this contract ,the contractor and his employee and agents shall peacefully vacate from the premises and ensure that no such person shall create any disruption /hindrance he shall handover along with the garden inventory to the Chief Engineers Representative and shall remove all its stores etc.
- 33)..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 and the same shall be submitted along with the Volume-I of the tender documents all duly signed by the tenderer

**Chief Engineer  
Murmugao Port Trust**





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

**Tender No. CE/35 /2018**

**NAME OF WORK: - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland, Sada for the year 2018-19**

**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**  
**Murmugao Port Trust**



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**SCOPE 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. complete
- 3) Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish etc. complete
- 4) Supply of labours for Execution of miscellaneous garden /housekeeping related works as and when instructed etc. complete.

**Chief Engineer**  
**Mormugao Port Trust**



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**MORMUGAO PORT TRUST**

**ENGINEERING (CIVIL) DEPARTMENT**

**Tender No. CE/ 35 /2018**

**NAME OF WORK: - Annual Maintenance and upkeep of Gardens, lawns & landscaping of Children's park & Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland,,Sada for the year 2018-19**

**SCHEDULE OF QUANTITIES & RATES**

Item No	Description of work	Unit of Qty	Approx Qty.	Rate in Fig./ Words (Rupees)	Amount Rs. Ps.
1	<p>Complete maintenance of the entire garden at Children's park and Ambedkar vocational centre at headland having as per yardstick in the garden area i.e lawn, trees, shrubs,hedge,flower beds,foliages,creepers,flowering and fruit bearing and other trees,,palms,flower pots etc. by carrying out regular garden and horticulture maintenance activities like watering,hoeing,weeding pruning replacement of plants, gap filling, mowing of lawn at regular intervals, trimming of plants/trees, applying insecticide pesticide and fertilizers(whenever required) top dressing of lawn with good earth and manur,loosening the soil,re-soiling etc.weeding and uprooting wild growth, sweeping and cleaning of the roads,pathways,lawn areas, clearing of dried up and fallen matters and keeping the whole premises in excellent condition cutting and clearing of dried up and fallen tree, tree branches, roots in the given time, plucking and handing over of fruits, coconuts as and when directed, removal of garden waste and carrying out other garden related works like cleaning of benches,slides,swings,etc.including disposal of rubbish generated from lawn and garden in the compost pit and transporting excess up to a lead of 3 kms etc. as directed by deploying minimum garden staff as below on all days except on Sundays specified holidays and during stipulated hours while taking care of statutory provisions in this regard. All labour, materials,T&amp;P, fuel etc. required to perform these garden maintenance operations as per direction of Chief Engineer or his representative. (Aprox.Total Area=5000.00m2 (Garden area@'C.Park - 3000.m2 + Area around Vocational Centre-2000m 2 )</p>	12.00	Month	50808.00	609696.00
	<p><b>Note:</b> i) .Minimum garden staff to be engaged regularly a)Garden Mazdoors -3nos daily ,(1no of Male coolies &amp; 2nos of female coolies.) Daily except Sundays .and .specified holidays b) mali-1 no. per week. li)Fertilizers and pesticides will be supplied by Department as when required at free of cost , iii)Soil and manure to be taken from item no.2 &amp; 3.</p>				

2	Supply of good quality red garden earth from stones, roots, pebbles and other foreign materials etc at site at places pointed out including royalty and carriage with all leads and lifts, spreading as and when required to the plants / trees etc. All labour, tools and plants etc. complete <b>Note:</b> Garden earth measured in trucks/stack will be reduced by 20% for the purpose of payment.	5.00	CuM	856.50	4282.50
3	Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish .etc. at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the plants/trees..etc .All labour ,tools and plants etc. complete. <b>Note:</b> Cow dung measured in trucks/stack will be reduced by 8% or the purpose of payment.	5.00	CuM	1027.80	5139.00
4	Supply of unskilled labour with tools for carrying out miscellaneous garden related works like roadside tree pruning ,cutting and clearing of fallen tree branches ..etc. in adjoining areas as directed on day basis of 8 hours ..etc complete.	10.00	Nos	547.00	5470.00

**'A'** Total Amount of Quotation inclusive of all taxes (except GST) = Rs.6,24,587.50

1. **ADD** \_\_\_\_\_ % (IN FIGURES)

In words \_\_\_\_\_

Over the above amount at "A" i.e. \_\_\_\_\_ = Rs. \_\_\_\_\_

**OR**

2. **DEDUCT** \_\_\_\_\_ % (IN FIGURES)

In words \_\_\_\_\_

From the above amount at "A" i.e. \_\_\_\_\_ = Rs. \_\_\_\_\_

**'B.'** Total Quoted Tender Amount **inclusive of all taxes (except GST)**

in words- Rupees \_\_\_\_\_  
\_\_\_\_\_ only.

**TENDERERS SHOULD SCORE OUT EITHER "ADD" OR "DEDUCT" AS THE CASE MAY BE"**

**NOTES:**

1. Tenderers should score either "ADD" or "DEDUCT" as the case may be.
2. Tenderers are advised in their own interest to inspect the site before tendering.
3. The quantities given above in the schedule of Quantities and Rates are approximate and are furnished for the guidance of the tenderers.

Witnesses: \_\_\_\_\_ Tenderers: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name : \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No : \_\_\_\_\_

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



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

**FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT**

In consideration of the Board of Trustees (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between .....and .....(hereinafter called "the said contractor(s)" for the work.....(hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs.....(Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We.....(hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank)  
Pay to the Board an amount not exceeding  
Rs.....(Rupees.....only)  
on demand by the Board.
2. We .....do hereby undertake to pay the amounts due and payable(indicate the name of the Bank)under this Guarantee without any demur, merely on a demand from the Board stating the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding  
Rs.....(Rupees.....only).
3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under, and the Contractor(s) shall have no claim against us for making such payment.
4. We..... further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or
5. till the Engineer-in-charge on behalf of the Board, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.

6. We..... further agree with the Board that the Board (indicate the name of the Bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers excisable by the Board against the said contractor(s), and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
8. We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.
9. This Guarantee shall be valid up to .....unless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.....(Rupees.....), and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.  
Dated the.....day of.....for  
..... (indicate the name of the Bank)

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**PROFORMA FOR GST DETAILS**  
**Tender No. CE/35 /2018**

<b>Sr No</b>	<b>Particular</b>	<b>Mormugao Port Trust</b>	<b>Data Required</b>
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 Levy 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.Anant Chodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	<a href="mailto:facao@mptgoa.com">facao@mptgoa.com</a> <a href="mailto:anant.chodnekar@mptgoa.com">anant.chodnekar@mptgoa.com</a> <a href="mailto:m">m</a>	

I, Mr./Mrs. \_\_\_\_\_(Proprietor/Partner/Director) of M/s \_\_\_\_\_do certify that the information given above is complete and correct.

Place  
Date

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



**VENDOR REGISTRATION FORM**  
**Tender No. CE/35 /2018**

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. GST Registration Number : \_\_\_\_\_
13. GST Tax Registration Code : \_\_\_\_\_
14. Employee Provident Fund (EPF)  
Registration Number : \_\_\_\_\_
15. Employee State Insurance Scheme  
(ESIS) Registration Number : \_\_\_\_\_
16. IFSC Code : \_\_\_\_\_

**SCHEDULE FOR GARDEN/ HORTICULTURE MAINTENANCE WORKS****Tender No. CE/ 35 /2018**

Name of work:- Annual Maintenance and upkeep of Gardens, lawns &amp; landscaping of Children's park &amp; Dr. Ambedkar Vocational Centre at Mormugao Port Trust-Headland ,Sada for the year 2018-19

Sr. No	Item of work	Activities	Nos./Qty /Frequency Required	Nos./Qty /Frequency to be actually done												Remark	
				Period													
				Jan	Feb	Mar	Apl	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Maintenance of lawn	Watering/irrigation	Daily														
		Mowing ,trimming Cutting the edges	Every two Month														
		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.per week 2)Gardener/ mazdoor- 3nos per day .	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																	

