



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST

ENGINEERING (CIVIL) DEPARTMENT.

QUOTATION NO. CE/Q- 45/2019

Sealed Item rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of **Cleaning of toilets of various office building at Baina for a period of one year.**”

Cost of quotation	: 500.00
Earnest Money Deposit	: Rs.6200/-
Estimated cost of work	: Rs. 3,07,400/-
Time limit of completion	: one year.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **17/07/2019 to 24/07/2019**, on payment of free of cost Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port Trust will be considered as part of Quotation Form.

GST registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration along with the quotation. GST has to be claimed extra as applicable while submitting the bill/bills. Tenderer should comply with all regulations of EPF, ESI, ALC, etc. No bill will be forwarded if the above regulations are not followed.

Quotation shall be accompanied by Earnest Money Deposit of **Rs.6200/-** either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Quotation without Earnest Money Deposit in the stipulated form will not be considered.

The interested firms may alternatively download the Tender Document from the Mormugao Port Trust web site <http://www.mptgoa.com>. 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 contractor contains instructions to the Tenderers, General and Special Conditions of Contract, General specifications forms an integral part of the Tender Documents.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by **15.00** hours on **24/07/2019**, and they will be opened at **15.30** hours on the same day in the presence of such quoters as may wish to be present.

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

CHIEF ENGINEER

Headland Sada.
Date :-



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 45 /2019

APPENDIX – I

**Name of work: Cleaning of toilets of various office building
at Baina for a period of one year.”**

Particulars		Clause of G.C.	
S.N.	Particulars	Clause of G.C.	Details
1.	Amount of Security Deposit and time	-----	EMD will be retained as Security till the Maintenance period is successfully completed
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	7 days
3.	Contract period	-----	One year
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Free Period of maintenance.	-----	N.A
6.	Percentage of retention from each running account bill	-----	10%.of work done For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract. Both will be released only after successful completion of maintenance period .
9.	Minimum amount of interim Certificate.	-----	Rs.50,000/-
10.	Time within which payment to be made after contractor's submission of the bill.	54(1)	100% payment within 5 days of submission of undisputed joint measurement recorded bill and in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.

SIGNATURE OF THE QUOTER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 45 /201

Name of Work: "Cleaning of toilets of various office building at Baina for a period of one year."

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials bought for use shall be stored properly in a store room, Register of account of materials to be maintained at site.
3. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
4. The Plant/machinery required during the maintenance period shall be arranged by the contractor during the maintenance period at his own cost.
5. The Quoter shall also assess and include the cost of materials, labour, tools and plant and machinery/equipment for the maintenance works that may be required to be carried out by him during the free maintenance period.
6. Quoters are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the tender. They are also advised to inspect the site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
7. Quoters are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.

8. Measurements

The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work. Payments will be made according to the actual quantities of work ordered and carried out, jointly measured by the representative of Chief Engineer and the contractor.

9. Rates and Prices to be inclusive.

The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges,

during execution and every incidental and contingent costs and charges, whatsoever, including all tax on works contracts, excluding GST etc. if any, for compliance with conditions of contract and specification.

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

11. Method of Measurement

General

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

12. The quoters 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.

13. Time is the essence of contract and the entire work should be completed in one year as specified in the schedule. The Quoter shall also submit detailed programme for the timely completion of work giving details of gangs/labour/material supply/plant and machinery etc. taking into account the limited time schedule provided.

14. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.

15. The contractor shall insure all tools and accessories to workers employed by him during execution of work and submit necessary insurance policies to the Department.

16. It shall be specifically noted that the contractor is expected to mobilise the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.

17. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site as follows:-

a) All temporary electric supply connections will be carried out with correct sizes of wires/cables and fuses and other safety devices as required under Electricity Rules in consultation with us.

b) One bucket full of water and sand shall be kept at the work spot. A Portable fire extinguisher shall also be kept at the work spot.

18. Quotations with conditions will be out rightly rejected.

19. The Quoter shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.

20. Any damage to the property of Port should be made good or compensated by the contractor.

21. After completion of days work/contract period the contractor shall clean, Clear the work

site to the satisfaction of the Chief Engineer or his site Representative.

22. Permission for working beyond the normal working hours of the Port or on Sundays and Public Holidays as stipulated under clause No. 42 of General Conditions of Contract, (in the printed booklet) in volume-I of the Tender document will be given to the contractor subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port's Supervisory staff.
23. The contractor and his workers /agents shall be required to obtain from MPT and display a Photo Identity Card during entry, stay and exit from the Port Security areas guarded by CISF personnel`
24. All applications for issuance of Photo Identity Card shall be routed through The Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the Contractor or his agent free of cost and the same shall be valid for the Duration of the contract..
25. Hot work permit will have to be obtained whenever required as directed.
26. GST registration for the bidder is mandatory. Bidder has to Enclose attested copy of **GST** Registration No along with the Tender. **GST** has to be claimed extra as applicable while Submitting the Bill/bills.
27. ***“The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid”***
28. **a. Security Deposit:** EMD deposited along with the tender will be Converted as Security deposit
b. Retention money: Retention money shall be deducted from reach Running account bill at 10 % of gross value of work done to the Limits of 10 % of contract value.
c. Refund of Security deposit and Retention money: S.D and Retention money shall be refunded only after successful Completion of Defect liabilities period (Free Maintenance period) if Applicable.
29. Unregistered Venders under **GST** has to submit Declaration that GST is not applicable to them, due to turnover of their firm being less than 20 Lakhs.

Chief Engineer



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q -45/2019

Name of Work: "Cleaning of toilets of various office building at Baina for a period of one year."

SCOPE OF WORK

1. Cleaning of toilets and floors, urinals and floors, washbasins, drinking water points of workshop, MM's office Ground floor, AXEN(VSG Office, old Loco shed rest room, AXEN(RLY) office and Port Institute on daily basis between 8:00hrs to 13:00hrs and 14:00hrs to 17:00hrs) cleaning the floors of the above office premise, including staircase & passage by sweeping/mopping etc. as detailed in scope of work using black phenol, scrubbing using Vim/Sanifresh including removal of stains using Hydrochloric acid putting minimum 2nos of Naphthalene balls in the urinals and 2nos in washbasin, removal of cobwebs. Cleaning of windows, ventilators glass panes doors, grills, staircase railing etc. Cleaning of the drinking water points centers & wash places cum water points by using detergent powder powders like Vim/Biz Harpic. Including All T&P, L&P etc complete. (Deploying minimum 2 workers)
2. Cleaning of soak pit of laterite boulders & refilling the same including supplying & filling new boulders of porous nature as approved by the department including removal of any choke ups and cleaning the pipe leading to the pit, transporting the waste materials outside MPT areas as directed, making the area clean including lifting the M.S/G.I/R.C.C sheet cover & plants, labour and material etc complete. (rate for each occasion)

List of structures to be attended:

1. AXEN/VSG Office.
2. MM'S Office G. Floor.
3. Drinking water points.
4. Old Loco Shed rest room.
5. AXEN/Rly office.
6. Port Institute at Vasco.

3.. List of minimum requirement of materials to be utilized for "Cleaning toilets of various office building at Baina and port Institute at Vasco for a period of one year"

Sr. No.	Particulars	Quantity	Multiplication factor	Quantity for one year	Remarks

1	Odopic powder - 1 kg pack	5	12	60	Monthly
2	Harpic - 500 ml	10	12	120	Monthly
3	Phenyl 1 ltr.	15	12	180	Monthly
4	Naphthalene balls 1 kg	2	12	24	monthly
5	Hydrochloric Acid lit	10	12	120	Monthly
6	Wash basin brush	4	2	8	once in 6 months
7	Broom (soft)	3	3	9	once in four months
8	Broom (Hard))	3	3	9	once in four months
9	Plastic dust collecting scoop	6	1	6	once in year
10	Buckets	10	1	10	Once in one year
11	Toilet brush	4	2	8	Once in six months
12	Plastic mugs	4	2	8	once in six months
13	Cloth Duster, gunny bags , mops etc				As per requirement

4. Any shortfall of material brought by the contractor will be recovered at the market price of such materials. Also necessary deductions will be made in quoted rates for non utilization or under-utilization of such materials for cleaning.
5. The work has to be carried out from 8.00 hrs. To 13.00 hrs. 14.00 hrs.to 17.00 hrs in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office. Removal of chokeups & cleaning of chambers has to be carried out any time on call without any additional payments.
6. The contractor should provide mobile numbers of his and the staff employed for the cleaning works for better communications. Also if there is any change in the numbers given for communication it should be intimated to this office without any delay
7. Water required for cleaning the toilets, wash basins and urinals, septic tanks and soak pits etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc and cost of water will be borne by the contractor. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.



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QUOTATION NO. CE/Q- 45 /2019

Name of Work: "Cleaning of toilets of various office building at Baina for a period of one year."

SCHEDULE OF QUANTITIES AND RATES

Sr. No.	Description of work	Approx Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5. 6.	7.
1.	Cleaning of toilets and floors, urinals and floors, washbasins ,drinking water points of workshop,MM"s office Ground floor, AXEN(VSG Ofiice, old Loco shed rest room, AXEN(RLY)office and Port Institute on daily basis between 8:00hrs to 13:00hrs and 14:00hrs to 17:00hrs) cleaning the floors of the above office premise, including staircase & passage by sweeping/mopping etc.as detailed in scope of work using black phenol, scrubbing using Vim/Sanifresh including removal of stains using Hydrochloric acid putting minimum 2nos of Naphthalene balls in the urinals and 2nos in washbasin, removal of cobwebs. Cleaning of windows, ventilators glass panes doors, grills, stairscase railing etc.Cleaning of the drinking water points centers & wash places cum water points by using detergent powder powders like Vim/Biz Harpic. Including All T&P,L&Petc complete.(Deploying minimum 2 workers)	12	Month		

2.	Cleaning of soak pit of laterite boulders & refilling the same including supplying & filling new boulders of porous nature as approve by the department including removal of any choke ups and cleaning the pipe leading to the pit, transporting the waste materials outside MPT areas as directed, making the area clean including lifting the M.S/G.I/R.C.C sheet cover & plants ,labour and material etc complete.(rate for each occasion)	4	Number		
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Total amount in figures Rs. _____

Total amount in words (Rupees _____ only)

It is certified that I / we have written the unit rates in figures and words.

Name & Address of Quoter

 SIGNATURE OF THE QUOTER

Date: _____
 Place: _____