



An ISO 9001:2015 PORT

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/01 /2019**

**Tender notice no. GAD/A&D/CISF/2019**

**e- TENDER**

**FOR**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

**Technical commercial Bid (cover no.I)**

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

**Due date of submission on 27.03.2019 at 10.30 hrs**

**मुर्गांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**

**e- PORTAL NOTICE INVITING ONLINE TENDER**

**e - TENDER NO: GAD/01 /2019**

**e – tender for “MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

**Closing Date: 28.03.2019 at 10.30 Hrs**

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

**SECRETARY**

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-3-

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**e- TENDER NO.GAD/01/2019**

**“ MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

COVER NO. 1 (TECHNICAL BID)

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- i. Directions to Tenderers for filling in the Schedule of quantities & rates
- ii. Schedule of quantities and rates.

**MORMUGAO PORT TRUST,  
GENERAL ADMINISTRATION DEPARTMENT,  
MAIN ADMINISTRATIVE OFFICE BLDG,  
HEADLAND, SADA, GOA.**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

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

#### **SEARCHING FOR TENDER DOCUMENTS**

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

## **PREPARATION OF BIDS**

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

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

## **SUBMISSION OF BIDS**

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

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

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

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

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

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

#### **ASSISTANCE TO BIDDERS**

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

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

#### **Information and Conditions relating to Submission of Bids.**

1. The period of contract shall be for 36 months of the Agency in the MPT.
2. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. Tenders received after due date and time due to any reason whatsoever shall be rejected.
3. **All the pages of the tender should be signed by the owner of the firm or his Authorised signatory as a token of acceptance of terms and conditions therein.** In case the tenders are signed by the Authorised signatory, a copy of the power of Attorney/authorisation may be enclosed along with tender.
4. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
5. The bidder shall pay Bid Security(EMD) of Rs. 91,000/- ( Ninety One thousand only along with the technical bid by Demand Draft /Bank Guarantee uploaded in favour of "FA&CAO, MPT drawn on any Nationalised Bank/Scheduled Bank and payable at Mormugao/vasco-Da-Gama. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.

6. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalisation of the contract.
7. As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of contract value towards Security Deposit by way of Demand Draft/Bank Guarantee in favour of FA&CAO, MPT, drawn on any Nationalised Bank/Scheduled Bank and payable at Mormugao/Vasco-Da-Gama.
8. The EMD deposited by successful bidder will be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 07(seven) days after the issue of Letter of Award of work, his bid security (EMD) shall be forfeited unless time extension has been granted by Secretary, MPT.
9. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
10. The bid shall be valid and open for acceptance of the Competent Authority of Port Trust for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
11. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act, Bonus Act, etc. In the event that two or more Bidders quote the bid amount, Port Trust shall invite fresh Price Proposals from only those bidders who have quoted the same bid amount. However, while submitted fresh proposals, the bidders are not permitted to increase the bid amount from the figure quoted by them in the original bid up to the provisions of the Minimum Wages Act.
13. The quoted rates shall be less than the minimum wages prescribed by Govt. of India, Govt. Goa. And shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contributions, ESI contribution etc. bonus, insurance, leave salary, uniform etc.
14. The MPT shall reimburse the contractor to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Minimum Wages Act, 1948 by Govt. of India (central Govt.)
15. The MPT reserves the right to accept or reject any or all bids without assigning any reasons. MPT also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

**मुर्गांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**NOTICE INVITING ONLINE TENDERS (NIOT)**

**Details about tender:**

Tender inviting	GENERAL ADMINISTRATION DEPARTMENT, MORMUGAO PORT TRUST	
e - Tender No.	<b>GAD/ 01/2019</b>	
Name of Work	<b>e – tender for “MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”</b>	
Bidding Type	Open (e-tender mode only)	
Bid Call (Nos.)	One	
Tender Currency Type	Single	
Tender Currency Settings	Indian Rupee (INR)	
Joint Venture	Not Allowed	
Tender Cost	Rs.2,000/-	<b>Mode Of Payment: In the form of DD/BG/NEFT/RTGS Uploaded with e- tender.</b>
EMD Cost	Rs. 94,000/-	
Payment of Tender Fee & EMD	<p>The Tender fee and EMD shall be paid in the form of DD/BG before the due date and time of the tender. Mode of Payment towards Tender Cost, &amp; Earnest Money Deposit (EMD) to be paid online as mentioned above.</p> <ol style="list-style-type: none"><li>i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires download pre-printed Challan towards credit of MPT and make its payment through any of their Bank. UTR no. to be made available alongwith the tender documents for the proof of submission of tender cost and EMD failing which their tender will not considered for evaluation.</li><li>ii. Bank details are given in the next page and NEFT/RTGS to be used for that account only.</li><li>iii. Proof of payment made has to be uploaded enclosed with the tender such as UTR details,/ Demand Draft details, Uploaded with e-tender.</li><li>iv. Note: 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.</li></ol>	



Security Deposit	10 % of the contract value refundable after satisfactory completion of Contract plus six months.
Contract Period	Thirty six months.
Qualifying Criteria :	<p><b>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</b></p> <p>i) The Average Annual Financial Turnover during the last Three (3) years ending 31<sup>st</sup> March 2018 should be at least INR Rs.28.20 Lakhs. Auditors report in original certified by CA, for the years 2015-16, 2016-17 and 2017-18 including relevant P/L a/c and balance sheet.</p> <p>ii) The Tenderer should have experience in 'Similar Works during last 7 years ending last day of month previous to the one in which tenders invited should be either of the following:-</p> <p style="padding-left: 40px;">a) One similar completed work costing not less than Rs. 75.20 lakhs (OR)</p> <p style="padding-left: 40px;">b) Two similar completed works costing not less than Rs. 56.40 lakhs (OR)</p> <p style="padding-left: 40px;">c) Three similar completed works costing not less than Rs. 37.60 lakhs</p> <p>'SIMILAR' Work means having experience in running the Industrial or Commercial Mess/Govt. Guest House &amp; Rest House/PSU/Govt. canteens &amp; Major Port canteens.</p> <p>2 : The Tenderers shall enclose the copy of Annual Financial Turnover for the year 2015-16, 2016-17 and 2017-18 (original copy certified by CA with P/L a/c and balance sheet), work order copies for similar works, successful completion certificates with performance from clients indicating the date of completion, value of work done, etc.</p>
Last Date & Time for Receipt of Bids	<b>27/03/2019</b> uploading up to <b>10.30</b> Hrs
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened <b>on 28.03.2019</b> at <b>10.30</b> Hrs. Date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid.
Bid Validity	180 days from the last date fixed for receiving the tender.

<p>Online Documents required to be submitted by scanning</p>	<p>A) Uploading Documents for Cover – I.                      1. Documents of tender to be filled, signed, stamped and uploaded by scanning are Form of Tender, technical bid particulars, Appendix-I, Appendix-II, Appendix-III, Appendix-IV, Appendix-V, Appendix-VI.                      2. All copies or documents to be attached should be signed, stamped, scanned and uploaded.                      3. Copy of documents viz. Work Order, Completion certificate with performance, Financial Turnover, Auditor’s report, Balance sheet, P/L account statement etc. Financial Turnover Certificate and all other required details to be signed stamped and uploaded.                      4. Each page of entire tender documents including Volume – I to be signed, stamped and uploaded by scanning online along with e – tender.                      5. Scan copy of any other document.                      B). Uploading Documents for Cover- II                      1. Schedule of Quantity of Rates filled in PDF/ Excel format duly signed and stamped scanned.</p>
<p>Address for communication:</p>	<p><b>Secretary</b>                      Office of General Administration Department,                      Mormugao Port Trust,                      A.O. Bldg, Headland Sada,                      Mormugao, Goa – 403804.</p>
<p>Contact Details</p>	<p><b>For Tender related queries --- Phone :0832 – 2594115 / 2594166</b>  <b>For e-Tendering help contact:</b>                      The Help Desk will be your first point of contact at NIC.  <b>Telephone:</b> For any queries, please call 24 x 7 Helpdesk No.: <b>0120-4001062, 0120-4001002, 0120-4001005, 0120-6277787</b>  <b>Email:</b> Kindly send your Technical queries to <b>cppp-nic@nic.in</b>                      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 kindly contact                      Email: <a href="mailto:etenders@mptgoa.gov.in">etenders@mptgoa.gov.in</a></p>
<p>Website</p>	<p><b><a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></b></p>

**Format and Signing of Bid**

The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.

The Bid shall contain no alternations additions, except those to comply with instructions issued by the Employer.

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**e-TENDER No. GAD/01/2019**  
**TENDER NOTICE NO. GAD/A&D/CISF/2019**

Sealed Item Rate e-tenders in two cover system are invited on behalf of the Board of Trustees of Mormugao Port Trust from the reputed and experienced contractors providing services for MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.

Sr. No.	e-Tender No.	Name of work	Cost of tender document (non refundable)		Submission of E-tender from and to
	Class of contractor eligible to tender		Earnest money deposit	Period of contract	Date of opening of tender
1	GAD/01/2019	"MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years"	Rs.2000.00		<b>07.03.2019</b> <b>to</b> <b>27.03.2019</b> uploading up to 10.30 hrs
	As per eligibility criteria stipulated below		Rs 94,000/-	36 Months	<b>28.03.2019</b> <b>Opening at 10.30 Hrs</b>

1. Eligibility Criteria.

(A) The bidder may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empaneled/ registered with appropriate authority who possess the required licenses, registrations( such as Private Security Agencies Regulation Act 2005) etc. as per law valid at least for 12 months from the date of the opening of tender.

(B) Financial Criteria

The average annual turnover during the last three years ending 31<sup>st</sup> March 2018 of the tenderer should be at least Rs.28.20 Lakhs

(C) Technical Criteria

The firm shall have successfully completed similar works during the last seven years ending last day of the month previous to the one in which tenders are invited should be either of the following:

- a) One similar completed work costing not less than Rs. 75.20 lakhs  
(OR)
- b) Two similar completed works costing not less than Rs. 56.40 lakhs  
(OR)
- c) Three similar completed works costing not less than Rs. 37.60 lakhs

'Similar' work means having experience in running the Industrial or Commercial Mess/Govt. Guest House & Rest House/PSU/Govt. canteens & Major Port canteens.

Note : The Tenderer shall upload following specific document for fulfilling the eligibility criteria along with documentary proof for

- a) Financial Criteria- Profit & Loss account, Income tax Returns/ Audited statement of Accounts duly authenticated by Chartered Accountant.
- b) Technical criteria- Copy of work orders and performance/completion certificate for the works carried out on similar works stating clearly the year of execution of work and the quantum of work.

**2. E-tender consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender may be uploaded with Demand draft of Rs.2,000/- towards the tender cost which sum will not be refunded. All tenders shall pay tender cost, it may be noted that MPT does not grant any exemption for MSME and NSIC registration holders towards the tender cost.**

2.1 E-Tender along with required documents to be uploaded online.

2.2 **Incase of any queries the tenderer may contact following phone nos.**

**Smt. Vidhya Sawant, Sr. P.S. – 08322594115  
A & D Section – 08322594166**

3. The proposed work mainly comprises of :  
“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”
4. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is 94,000/- (Rupees Ninety Four Thousand only), and E.M.D should be paid by uploading of Demand Draft.
  - a) E.M.D. of the unsuccessful Bidders shall be returned on award of contract to the successful Bidders. Bidders are requested to contact the Sr. P.S. General Administration Department, Main Administrative Office, Mormugao Port Trust for claiming such refund along with copy of original receipt issued by this office.
  - b) Contractors may submit the following information in order to refund the EMD’S/Bank Guarantee/ Security Deposit/ payments of bills etc.  
Name of Bank.  
Place.  
Account No.  
Type of Account  
PAN.  
EPF No.  
ESIC No  
GST Registration  
WCT registration  
  
No fresh correspondence in this regard will be made.
  - c) **Earnest Money Deposit** of unsuccessful Bidders shall be returned on award of Contract to the successful Bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful Bidder shall be refunded only on receipt of Security Deposit as stipulated in the tender.
5. **Security Deposit:** Amount to the extent of 10% of the value of contract to be paid in the form of a Bank Guarantee/NEFT/RTGS or Demand Draft at the time of acceptance of the tender, as Security Deposit.
  - a) The entire amount of 10% of the value of the contract may be paid in Demand Draft /Pay Order /NEFT/RTGS or in the form of Bank Guarantee at the time of acceptance of tender.

Note:

- i) The Bank Guarantee towards Security Deposit will be valid till the completion of the contract period plus 6 months.
6. Conditional tenders are liable for rejection
7. Tenders submitted will remain open for acceptance for a period of 180 days from the date of opening of tenders.
8. Completion period for the subject work is thirty six (36) months from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.
9. Counter conditions stipulated in completion period by Contractor will not be considered. Tenders with counter condition are likely to be rejected summarily without assigning any reason thereof.
10. Time is the essence of the contract and work has to be completed on given time.
11. The tenderers are strongly advised to inspect the site of work and acquaint themselves with site conditions, nature and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Sr. P.S., Tel. No. 0832 2594115, 0832 2594166.
12. 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 Secretary reserves the right to reject such offers without assigning any reasons thereof.
13. The signed copy of E-tender **“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”** to be uploaded online as per instructions for online bid submission.
14. The Secretary and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.
15. Unsigned uploaded online tenders will not be considered.
16. Sale Tax, Income Tax etc. as applicable from time to 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.
17. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
18. 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.

SECRETARY

**मुर्गांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**e-TENDER No. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

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

Name of the Beneficiary	<b>MORMUGAO PORT TRUST GENERAL ACCOUNT</b>
Address of Beneficiary with PIN Code	<b>Administrative Office Building, Headland Sada, GOA - 403804</b>
PAN Number	<b>AAALMO293P/ 30AAALM0293P1ZY</b>
Name & Mobile Number of responsible person	<b>RAGHUNATH MORAJKAR 9423059702/ 0832-2594417</b>
Name of the Bank and Branch	<b>STATE BANK OF INDIA, Harbour Branch</b>
Bank Telephone No.	<b>0832-2520212</b>
Address of the Bank	<b>STATE BANK OF INDIA MORMUGAO HARBOUR, GOA – 403803</b>
MICR Code of the Bank	<b>403002024</b>
IFSC Code No.	<b>SBIN0002164</b>
Type of Account and Branch Code	<b>Current Account / Branch Code:- 002164</b>
Account number of the Bank	<b>10438017048</b>
	<b>MPT GENERAL ACCOUNT</b>
Beneficiary E-mail ID	<b><a href="mailto:cashmpt@mptgoa.gov.in">cashmpt@mptgoa.gov.in</a></b>

**मुर्गांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**e-TENDER No. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**FORM OF TENDER**

The Secretary,  
Mormugao Port Trust.  
Headland Sada, Goa

I/We \_\_\_\_\_ do hereby offer to execute the work comprised in the annexed Tender Notice “mess contract alongwith providing laundry, barber, house keeping services at MoPT CISF unit lines, Headland sada goa for period of three years” in strict accordance with the instructions to Tenderers, additional special instruction, General conditions of Contract, Scope & Specifications, additional general conditions of contract etc. and Addendum to Specifications, Special Conditions of Contract etc. at the percentage rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake the work included in the Schedule of Quantities and Rates with the Contract period of 36 months from the date of receipt of work order. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mormugao. I/We have independently considered the question of the amount of loss or damage likely to result to the Trustees from the delay on my/our part in the performance of the contract and I/We agree that the Penalty mentioned in GCC of the contract is a fair estimate of the loss likely to result from the default.

3. I/We made Demand Draft/Cash of sum of Rs.94,000/- (Rupees Ninety Four thousand only) earnest money as proof of my/our willingness to enter into the contract if my/our tender is accepted.

4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities and Rates attached to this tender.



5. I/We also, agree if awarded the contract that the earnest money lodged with this tender will be retained by the Trustees towards part of the Security Deposit and to submit Bank Guarantee for 10% contract value towards security deposit.

6. I/we agree to abide by this tender to be valid for the period of 180 days from the date fixed for receiving/opening the same and it shall remain binding upon me / us and may be accepted any time before the expiration of that period.

7. I/we hereby certify that my / our registration certificate under the 'GST on the transfer of property in goods involved in the execution of Works Contract Act.1985 is in force on the date on which the sale of goods specified in this bill/cash Memorandum is made by me/us and tax under the act will be, if payable, be paid before furnishing my/our returns under the act.

8. I/We hereby agree for deduction of 5% of gross value of work certified in each bill from the amount payable to me/us towards Works Contract Tax (WCST) and GST/Education Cess or any other taxes applicable.

09. 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.

10. \*(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:

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

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

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

11. 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.

12. The Bank's Guarantee referred to in Para No.5 above will be from  
\*\* \_\_\_\_\_

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

14. The name and address of our Banker is \*\* \_\_\_\_\_

15. 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.

16. "I have read and understood the General Terms & Conditions and Specification of the work by the Department which will form a part of tender and this shall remain binding on me".

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

- a) Organization Chart/List of staff to be deployed on the job
- b) Document to substantiate the fact that the firm is registered with Goa State as a Mess Contractors. Their name shall be appearing in the list of Goa Govt. as a Registered firm.

NAME AND ADDRESS OF TENDERER:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TENDERER

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

Date: \_\_\_\_\_ Day of \_\_\_\_\_ 2019

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

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

**N.B.: \* Strike out whichever is not applicable.**

**\*\* Here the Name of the Bank should be stated.**

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

**मुर्गांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**APPENDIX - I**

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

S.N.	Particulars	Details
1.	Amount of Security Deposit and time	Ten percent of the Contract price
2.	Period for commencement from the Secretary's orders to commence.	Within seven days
3.	Time of Completion	36 (Thirty six) 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.	Nil
6.	Percentage of retention from each running account bill	Not applicable to this contract.
7.	Limit of Retention Money	Not applicable to this contract.
8.	Total Security Deposit.	10% value of the contract value.
9.	Minimum amount of interim Certificate.	Not applicable to this contract.
10.	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 Dy.Commandant/CISF, Goa unit, Headland-Sada certification.
11.	Mobilisation advance	Not applicable to this contract.
12.	Interest rate on Mobilization advance	Not applicable to this contract.
13.	Mode of recovery of Mobilization advance	Not applicable to this contract
14.	Variation in price of labour and materials	Not applicable to this contract
15.	Arbitration	Not applicable to this contract
16.	Minimum amount of third party insurance	5% of the tender amount

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

(IN BLOCK LETTERS)

Tenderer Name, Signature and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST**  
**सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT**  
**e-TENDER No. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**TECHNICAL BID PARTICULARS**  
**(In separate sealed Cover-I super scribed as Technical Bid)**

1. Name & Address of the Tender Organization /Agency with phone number, e-mail and name and telephone/mobile number of contact person.	
2. Experience in the work of providing Mess Contract. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/ or on hand for a minimum of last 7 years along with a certificate from the agency where the job was carried out.	As per Performa at appendix - III
3a). Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: b) Is the establishment registered with the Government of Goa, Please give details with Document/evidence. Attach copies. c) Do you have labour license. Provide details and attach a copy. d) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in MPT and attach copy.	As per Performa at appendix - II
4. Are you covered by the labour Legislations, such as, ESI, EPF, and Gratuity Act, etc. Provide details and attach copy	
5. EPF No.: ESI Code: Gratuity Act Regn.No. / HSN/SAC No.	

6. Are you governed by minimum wages rules of the Govt. of India, Goa If Yes, give details and attach copies..	
7. Attach copy of last three years Income Tax Returns.	
8. Attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
9. PAN No.( attach copy)	
10.GST No.( attach copy)	
11. Trade Licence No.( attach copy)	
12. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and upload as part of tender document.	
13. Upload Power of Attorney/Authorization for signing the bid documents. Attach copies.	
14. Upload an undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Indicate any convictions in the past against the Company/Firm/Partner. Attach copies.	
15. Upload details of UTR No. / DD/ of Rs. 94,000/- towards bid security (EMD) and a DD for Rs.2,000/- in case of tender documents. Attach details.	
16. Do you have a local office in proximity of Vasco-da-Gama/Panaji/Margao	
17. Financial annual average turnover for last 3 years ending 31 <sup>st</sup> March 2018 which should not be less than 10.30 lakhs. Attach details.	
18. Solvency Certificate bank details. Attach details.	

Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls: 1. Upload UTR No./DD No. \_\_\_\_\_  
2. Terms & Conditions (each page must be signed and sealed)  
3. Technical Bid.  
4. Vol.-I of tender.  
5. Financial bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No. (O):

Date:



An ISO 9001 : 2008 Port  
ISPS CODE Compliant

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER NO. GAD/01 /2019**  
**GENERAL TERMS & CONDITIONS OF CONTRACT**  
**(Annexure to Agreement)**

**Name of Work**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”

**Scope of the work**

1. **Principal Employer** - means, Mormugao Port Trust represented by Secretary.

2. **Mess Services**

2.1. The contractor shall prepare and serve the items in quantity/quality as per CISF catering Menu as per ANNEXURE –I) for approximately 110 personnel. The Timing to provide Breakfast, Lunch & Dinner will be as per clause 2.14 with short intervals in between.

2.2 **Payment**

The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in the scope of work and job specifications and as per actual manpower supplied. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 % of the proportionate applicable charges of the contract value per month in addition to the penalty as specified in our tender document under Penalty clause. The bill should be submitted on or before 10<sup>th</sup> of succeeding month and payment will be made within 20 days after duly certification of the bill by concerned person of the Management, who will supervise the above work. The contractor has to indicate bank account no. for arranging ECS payment. The proof in the form of copy of challans for payment of statutory taxes to be furnished monthly to the Management.

2.3 The bill will not be processed for payment, if the above requirements are not adhered to.

2.4. **Mess Premises and other facilities**

The Contractor will be allotted Mess premises including kitchen Building, furniture and fixtures like dining tables, chairs, exhaust fans, ceiling fans, tube lights, water heater system etc., cooking wares and utensils in the kitchen. All cooking items besides Groceries provision i.e. Tea Powder, Sugar, Rice, Flour, Veg.. Non Veg., items, Masala etc. will be provided by the CISF Service Office. The Contractor will be responsible for the safe custody and up keeping of the items. The contractors should maintain inventory register for all those items which should be kept for inspection.

**2.5** The water and electricity will be supplied free of cost by the Port Trust. But the Contractor should maintain a strict control on consumption and he will be answerable for any abnormal increase in the consumption.

**2.6. Cooking Gas**

For Cooking, only commercial gas cylinders should be used in Mess. Procurement of cooking gas from the gas agencies will be the sole responsibility of the Contractor. Commercial cooking gas from registered agencies should only be used in the Mess. However, the charges of commercial gas will be reimbursed to the contractor on raising the bill. Use of kerosene/electric hot plate/Stove in the Mess premises shall not be permitted. In case the contractor is found using kerosene/electric hot plate/Stove in the Mess premises for cooking purposes, **the contractor will be fined @ Rs.500/- (Rupees five hundred only) per day / per occasion and the same will be recovered from the monthly bill.** In case of acute shortage of cooking gas with the dealer, the temporary permission to use kerosene for cooking will be permitted by the concerned HOD/In-charge Officer on written request from the contractor, subject to production of such letter from the concerned gas dealer. No electrical heating appliances should be used for cooking purpose. Use of Domestic Gas is strictly prohibited.

**2.7. Licence / Certificate from Port Health Officer (PHO)**

The contractor should strictly observe all the rules and regulations, Bye-laws and also directions issued from time to time by the local and other authorities and procure necessary license as required for running the Mess.

**2.8** **The contractor shall also be liable to pay any fees, taxes, etc, levied by the local and other authorities. He should renew the licence for running of the Mess from the Port Health Organization, Govt. of India, Ministry of Health, Mormugao Harbour - 403803. on payment of the prescribed fees and the valid licence obtained should be exhibited in the Mess premises during their entire tenure period for inspection by the competent authority.**

**2.9. Pre-employment Medical Examination**

Pre-employment medical examination by Chief Medical Officer, Mormugao Port Trust or any of the following below mentioned hospitals/clinic should be conducted for appointing the Mess staff. Periodic medical examination at least once in six months should be done for all Mess staff, which must include (a) routine blood examination (b) Rectum and bacteriological examination, faeces and urine and (c) other relevant tests like X-ray chest etc. if considered necessary.

- i) Vishva Sanjivani Hospital      ii) Vasco Clinic
- iii) Kamat Nursing Home (Behind Hotel La Paz)
- iv) Port Hospital

**2.10** The medical fitness certificates should be produced to the Secretary/MoPT, immediately within 10 days from the date of commencement / taking charge of the Mess. Failure to comply with the above shall only delay the release of monthly bill until such time the medical certificates are furnished.

**2.11** The contractor shall immediately remove such servants as may be directed by the Secretary/MoPT/ Officer nominated under reason of health.



**2.12** The contractor's staff will be subjected to periodical inoculation against typhoid and vaccination against small pox.

**2.13** The Secretary/MoPT / designated Officer may also direct removal of such servant/worker on reason of not maintaining proper clean appearance etc.

**2.14 Working Time**

This Mess shall cater to the Personnel/Officer/ of CISF **all the days** throughout the year as per the following timings

**Morning Session**

Morning : Breakfast Monday to Sunday	}	04.00 am to 08.00 am
Lunch: Afternoon Monday to Sunday	}	11.00 am to 02.00 pm
Afternoon: Evening tea Monday to Sunday	}	04.00 pm to 05.00 pm
Dinner Monday to Sunday	}	07.00 pm to 10.00 pm

The contractor will have to display the list of refreshment and food items/ snacks etc. which will be served and made available in the Mess during the timings indicated supra on all days from Monday to Sunday.

**2.15 Cleanliness**

The Contractor shall keep the premises of the Mess, Mess hall, Kitchen, all the furniture, utensils, fixtures, roof/wall, ceiling fans, exhaust fans, windows and ventilators including net and its glass, and any other fittings in clean, healthy and hygienic and sanitary conditions to the satisfaction of the Competent Authority. He must also ensure that floor of Mess hall, kitchen, Wash Basins and other areas of the Mess is cleaned after each meal using perfumed disinfectant. Mopping should be done after each meal. Entire Mess area (inside) shall be washed on alternate days in a week (Tuesday, Thursday, and Saturday,). Surrounding area have to be swept once in a week, especially on Saturday. All inside/outside drainages connected with Mess in the Mess compound premises shall be cleaned using disinfectant / phenol by the Contractor. It is appreciable if one person is exclusively entrusted with the cleaning purpose for daily cleaning. The contractor shall ensure that all plates, cups, vessels, tumblers etc. are washed in boiling water after use every time and as often as is necessary. He will make necessary sanitation arrangement in the Mess and premises to the utmost satisfaction of the Dy. Commandant/CISF. It is the responsibility of the Contactor to remove the garbage from the Mess to designated place after segregating it into biodegradable/Non biodegradable into the Bins. Carbolic soaps should be provided at wash basins. Use phenols at Toilets used by Mess workers. Rest room of Mess workers must be clean and tidy.

## **2.16 METHOD OF WORK**

The Contractor shall ensure that :-

- a) Necessary utensils/equipments are kept on the counter or on table or such raised platform and not on the floor,
- b) Utensils are handled quickly in an orderly manner,
- c) All the food grains etc. and vegetables are kept under wraps before cooking,
- d) Proper supervision of the kitchen is done thoroughly daily in order to maintain it in orderly manner and
- e) The entire gas cooking system is cleaned and maintained properly and also get the gas pipe line, burners etc. checked up by an authorized / approved agency at periodical intervals say once every six months.

## **2.17. Fire & Safety**

Port Trust will provide all the fire fighting equipments and it is the responsibility of the Dy. Commandant / Contractor, that his people will also be familiarized with the fire extinguisher. The Dy. Commandant / Contractor should instruct his labourers to follow all safety rules.

## **2.18. Personal appearances and hygiene for Mess staff :-** **The contractor should also ensure that**

- a) Clean and neat aprons are worn by the Mess staff during the working hours.
- b) Personal belongings such as clothes, shoes, socks, chappals etc. are kept in a place provided for that purpose.
- c) The hands and fingers, nails are cleaned before beginning the work.
- d) While serving purified drinking water finger should not be inserted in the glass/tumbler.
- e) Touching of face, hair etc. while cooking be avoided. If necessary, wash the hands at once.
- f) Work is planned to use as fewer motions as far as possible, limit conversation to only matter concerning the work in progress.
- g) Before preparing any items i.e. before commencement of any work, hands should be washed thoroughly and to be wiped with clean hand towels.
- h) For serving the dishes and for collecting used plates different sets of waiters are used.
- i) Soiled/used and unused dishes are immediately removed and washed.
- j) All the soiled unused dishes are washed with hot, soapy water. No mud to be used for washing.
- k) The dishes and utensils are cleaned by proper scrapping etc.
- l) Empty dishes are soaked in water to facilitate easy cleaning.
- m) After washing, the utensils are given anti bactericidal treatment.
- n) The dishes and utensils of same kind are cleaned piled together in an orderly manner.
- o) Unnecessary movements are avoided by proper placing of equipments and dishes.
- p) Dishes/articles in perfect condition are restored in proper places.
- q) The dishpans (i.e. sink) are thoroughly cleaned taking care of outside as well as inside of dishpans/sink.

**2.19 Personal hygiene of food handlers, etc.**

**The contractor shall ensure that.**

- i. All the workers/staff wash their hands frequently and particularly after visiting the toilets and before handling food.
- ii. The workers/staff should not touch food with hands more frequently/often, unless it is absolutely necessary.
- iii. The workers/staff should cover cut, burns and other raw surfaces of the wounds on the body with water proof dressings while handling food.
- iv. Before keeping the food in the refrigerator, particularly cooked meat dishes, gravies and such other precaution to be taken to see that the dishes, items are at room temperature. In other words hot stuff should not be kept inside the refrigerator.
- v. All the food item known to harbour food poisoning germs, such as meat, eggs, etc. are cooked well.
- vi. The food items, eatables are protected from flies, rats, mice and other pests by covering with net/mesh.
- vii. All the utensils used for cooking, drinking etc. are cleaned/washed in a good detergent and rinsed in nearly boiling water.

**2.20 Miscellaneous**

All the Mess workers are under the control of Contractor. For all purpose, the contractor is the employer of these Mess workers. He shall not engage any worker below the age of 18 years.

**2.21** Contractor shall maintain cordial relationship with the CISF staff and should not give any room for complaints in the behaviour of his employees.

**2.22** The Mess shall be kept open for inspection at any time without notice for the Dy. Commandant, CISF/Sr. P.S. /Secretary or its authorized official.

**2.23** The Mess contractor or his authorized responsible representative should be available in the Mess always. His name should be intimated to the Dy. Commandant, CISF/ Sr. P.S. /Secretary/MPT.

**2.24** The Contractor shall execute an agreement on stamp paper worth Rs.1000/- and the cost of the stamp paper shall be borne by him.

**2.25** The, Dy. Commandant, CISF / Secretary, Mormugao Port Trust, shall have overall control over the functioning of the Mess and the contractor shall follow his instructions.

**2.26** The responsibility for procuring the provisions, foodstuffs, fuels, etc, and all others items required for running the Mess shall be of Dy. Commandant/Asst. Commandant, CISF Unit MPT Goa.

**2.27** For the purpose of Employees Compensation Act and other Labour Acts etc., the contractor shall be treated as an independent employer assuming sole responsibility for the employees working in the Mess. The contractor at his own expenses should make necessary arrangements for medical examination of the Mess workers, employed by him at the beginning of his term of contract and also whenever found necessary by the competent authority and the certificate should be exhibited in the Mess premises for inspection by the competent authority. He should obtain the certificate within 15 days after awarding the contract.

**2.28** The Contractor has to return all the items, such as cook-wares, utensils, furniture and other items in the Mess at the time of expiry of tenure of his contract period. Any damage/loss noticed at the time of handing over of these items, the contractor has to compensate/replace those items to the Port.

**2.29** The contractor will be responsible for the good quality hygienic meals, Refreshment, Tea etc., and its proper service. The contractor will be responsible for the conduct and behaviour of those working under him. If the Dy. Commandant, CISF does not approve the quality of the food stuffs, the service or conduct or behaviour of contractor and/or those working under him, or the breach of any of the terms of this contract, the contractor will be issued notice and the contractor is bound to show improvement or rectify the defects noticed.

**2.30** The contractor should ensure that no Mess worker is roaming / going outside the Mess premises during his or her duty time and necessary entry or exit pass should be obtained from Secretary/Dy. Commandant, CISF or officer nominated.

**2.31** The contractor shall be responsible to remove his staff from the Mess premises on expiry of this agreement or termination thereof whichever is early.

**2.32** The decision of the Secretary/MoPT in all disputes concerning the interpretation of the terms shall be final and binding on the contractor.

**2.33** The contract can be terminated by serving 3 months notice on either side. The Contractor shall hand over peaceful possession of the premises entrusted to him along with all the fixtures, furniture and utensils and any other articles which were handed over to him in good condition and also compensate reasonably for any damage caused to the property including the premises, furniture, fixtures, utensils etc. However, in the event of inadequate/deficiency in catering services or breach of any of the terms or conditions of the contract, the Management has a right to terminate the contract, by giving 1 (One) month notice and payment of penalty specified at Clause 4.3 of penal provision shall not be bar for such termination.

**2.34** The Security Deposit amount will be forfeited in case the contractor terminates the contract of the Mess before the 3 months notice period.

**2.35** It shall be the Contractor's sole responsibility to protect his employees against accident from any cause and shall indemnify and protect Mormugao Port Trust against any claims for damage for bodily injury to person or property resulting from any such accidents.

**2.36** The contractor shall be solely responsible for compliance to the provisions of various labour and Industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity , ESI etc. relating to personnel deployed by him at MPT or for any accident caused to them and the MPT shall not be liable to bear any expenses in this regard. The contractor shall also be responsible for the insurance of its personnel. The contractor shall specifically ensure compliance of various Laws/Act, including but not limited to with the following and their re-enactments/amendments/modifications.

- i) The payment of Wages Act,1936.
- ii) The Employees provident Fund Act, 1952.
- iii) The Factory Act,1948.
- iv) The Contract labour (Regulation) Act,1970.
- v) The payment of Bonus Act,1965.
- vi) The payment of Gratuity Act,1972.
- vii) The Employees State Insurance Act,1948.
- viii) The Employment of Children Act,1938.
- ix) Minimum Wages Act,1948

**2.37** The contractor shall maintain all the required registers/records for the purpose at the site and furnish daily deployment of labour details, submit returns thereof from time to time, to the Dy.Commandant/ Secretary/MoPT or his authorized representative and to the statutory authorities as may be required under various Acts/Rules.

**2.38** The contractor shall also maintain records of wages / remuneration etc. paid to his employees in such forms as may be necessary / required and laid down under various laws, Acts, for e.g. the Office of the Regional Labour Commissioner(C)/Labour Enforcement Officer etc. such record (i.e. in respect of wages and remuneration) shall be maintained at site and made available to the Government Officials authorized to inspect as prescribed / laid down under the said laws, Acts. Rules etc.

**2.39** Further the contractor shall also maintain a separate register / records to indicate daily deployment of his labour at site category wise and furnish the same to the Secretary/MoPT or his authorized representative as well to the Government Officials as and when required.

**2.40** The contractor shall not exhibit any sign board, name plate or advertisements within or outside the said Mess premises without the consent in writing from the Secretary/MoPT / Dy. Commandant, CISF.

**2.41** The contractor shall not assign, transfer or sublet the Mess or take any new partner or partners and the contractor shall be invariably available in the Mess during working hours of the Mess.

**2.42** The Employer (Secretary/MoPT) shall under no circumstances be liable to compensate the contractor for any theft or other loss or damage to the furniture, fittings, crockery, linen and other property of any kind whatsoever and howsoever arising out of this agreement.

**2.43** The contractor shall pay the ESI/EPF and all other dues of the staff deployed in the Mess as per the Acts or any other Acts that government notifies from time to time. The contractor shall produce the remittance proof of monthly subscription of ESI/EPF in respect of the staff deployed by him and produce the receipt to the office before 10th of every month and also submit the copies of payment register, muster roll of his staff duly signed with rubber stamp, failing which, the monthly claim will not be released for payment. Contractor will strictly observe all the rules and regulations as applicable under various laws and pay the minimum wages to all his workers engaged in the Mess. The payment of wages to all workers employed by the Mess contractor should be made by crossed cheque / through Bank every month.

**2.44** The contractor shall prefer a bill for providing Mess services along with Barber Services & House Keeping Services as per quoted rates every calendar month and such bill should be accompanied by the following documents :-

- i) Certified copy of Attendance Register,
- ii) Self-Certified copy of payment of Wage Register,
- iii) Proof of remittance of EPF/ESI contribution,
- iv) Intimation of change in employee supported by Pass-port size photograph, Police Verification Report, Pre-employment Medical Examination Report by CMO/MPT or Govt. Hospital Doctor,
- v) Copy of Bank statement from which wages are paid to workers.

**2.45** Passport size-Photo, Postal Address (Present & Permanent) and Police Verification Report of each bonafide worker working in the Mess should be provided by the contractor.

**2.46** The successful tenderer will be required to commence the services within 7 days from the date of execution of the written agreement. The failure, delay or evasion on the part of the successful tenderer to commence the services within the period mentioned above will result in termination of contract and forfeiture of the EMD.

**2.47** The Mess services should be provided on daily basis **throughout the year**. The contractor will be liable for the penalty for its inability to provide services on **any day** unless due to reason beyond their control. The amount of penalty would be decided by Port Administration on each occasion and will be final, inclusive and binding.

**2.48** No escalation in rates on any account will be permitted **during the first six months period of contract** and after the six months period of contract, escalation claim can be considered by the Administration based on Consumer Price Index apart from existing contract rate. No advance shall be paid to successful tenderer.

**2.49** The contractor should obtain all the requisite licences including under Prevention of Food Adulteration Act, 1954 and Contract Labour (Regulation & Abolition) Act, 1970 and rules framed there under and under other applicable laws issued by the concerned statutory authorities for running the Mess. The Port shall not be responsible in any way for any breach by the contractor of the Rules and Regulations governing for the running of Mess.

### **2.50 Uniform**

The contractor should also ensure that the workers engaged by him in the Mess are neatly and properly dressed in Uniform while on job.

The Contractor shall provide two sets of uniforms (Black colour Pants and Grey colour Shirts) and one pair of Black Shoes to all Mess workers per year within 15 days after awarding the contract and the workers should wear uniforms during their duty time/working period.

### **3. STAFF REQUIRED FOR RUNNING OF MESS :**

(i) The composition of staff employed in the Mess should consist of minimum **one Head Cook, one Cook, two kitchen helpers, one service helper, one dish washer on all days throughout the year.** In case of deployment of family member as worker in the Mess by Mess contractor even for a single day, the name of such worker should appear on the Attendance Register and payment of wages should be effected to such worker.

The contractor shall ensure that the electronic items such as Television, Radios etc., should not be kept in Mess premises at any time and if such electronic items are found in the Mess premises, it will be immediately seized and penalty of Rs. 1,000/- will be levied.

(ii) **Barber Service** : The contractor will provide Barber services to cater to the hair cutting requirement of about 151 CISF personnel. Barber shop, Electricity, Chair/s and furniture will be provided by the Admn. of MoPT. The duty timing of Barber will be w.e.f. 0800 hours to 1300 hours and 15.00 hours to 18.00 hours all days throughout the year. Minimum one person (Barber) should be available.

(iii) **Laundry Service** : Washer man is to be provided for catering the requirement of Washing /ironing of uniforms of CISF about 151 CISF personnel. Minimum two person should be available for this service.

Timing : 0800 hours to 1200 hours & 15.00 hours to 18.00 hours all the days throughout the year. Minimum two person should be available for this service.

(iv) **Housekeeping Service** : The contractor will provide Cleaning and sweeping, sanitation of Barrack/ Unit Lines/Office premises/03 transit Guest houses/Toilets/bath rooms/Roads/etc. at CISF Premises all days throughout the year. Minimum three persons should be available for this service.

- 3.1 In the event of any dispute in respect of any of the tender condition, the decision of the Secretary/MoPT, shall be final and binding on the contractor.
- 3.2 The Secretary/MoPT reserves the right to accept or reject any of the tender condition without assigning any reason.
- 3.3 The contractor shall keep the Secretary/Dy. Commandant, CISF indemnified in case of any action being initiated against him in any form for contravention of any of the above said Laws, Acts, Rules, etc.
- 3.4 In the event of the tender being submitted by a partnership firm, it must be signed separately by each constituent thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a Power of Attorney, executed on stamp paper of appropriate value which authorizes him to do so.
- 3.5 The Contractor may note that the price cover of only such of those contractors shall be opened who have obtained necessary licences, registrations/code No. etc. from various authorities mentioned in the Laws Acts, Rules etc. as specified in clause 2.36(General Terms &Conditions)

#### **4. Penal Provision.**

**The Mormugao Port Trust will have the right to forfeit the Security deposit amount in whole or part thereof or demand for payment of the amount due to the Port Trust by way of any loss or damage caused to or would be caused to suffer to the Port Trust by reason of any breach of contract or if any of the terms or conditions contained in the agreement or by reason of contractor's failure to perform the agreement.**

**4.1** On successful completion of the contract the security deposit will be refunded to the contractor without any interest whatsoever after deducting the claim if any on him by the employer.

**4.2** Even after serving the notice as mentioned in clause 2.29 if it is found that the quality or quantity of various items of food articles is lower than/inferior to that of the prescribed standard, Secretary/MoPT shall have the powers to impose the penalty of not more than Rs. 500/- (Rupees Five Hundred only) for every case of default.

**4.3** For violations of any terms of the contract, the Secretary, Mormugao Port Trust shall have the powers to impose a penalty of Rs. **2,000/-** (Rupees Two Thousand only) per offence / violation at a time at his discretion on the contractor.

#### **5. Validity of contract**

The contract shall be valid and will be in force for a period of **three years** from the date of handing / taking over of the Mess. On the expiry of the said term, the contract period will be terminated and the contractor will take the workers employed by him away. At the option of the Mormugao Port Trust, the contract period can be extended or modified for a further period of one full term. Increase in wages of the worker will be applicable as per the Central/State Govt. notifications rates (CPI). The escalation will be admissible as per (C.P.I) Consumer Price Index.

#### **6. Jurisdiction**

**6.1** In case any disputes, differences, arises between parties and which may be the subject matter of any action in the Court of law, subject to provisions contained therein before, shall be referred to the Court having local jurisdiction over the state of Goa.

Note: These terms & conditions are part of the Contract/Agreement as indicated in the Agreement between the Port and Mess contractors and any non- compliance shall be deemed as breach of the Contract/Agreement

**Signature of authorized  
(Signatory of the Contractor with seal)  
For Contractor**

**Name:**

**Seal:**

**Address:**

**Phone No.(O):**

**Date:**

**GAD/MPT  
Headland-Sada.**



**MESS MENU**  
**CISF UNIT MPT GOA**

<b>DAYS</b>	<b>BREAK FAST</b>	<b>LUNCH</b>		<b>DINNER</b>
<b>SUNDAY</b>	<b>Poha, Tea, Fruits</b>	<b>VEG</b>	<b>NON-VEG.</b>	<b>Rice, Roti, Sabji, Dal, Salad</b>
		<b>Rice, Roti, Dal, Mushroom, Kheer, Fruit</b>	<b>Rice, Roti, Fish Curry</b>	
<b>MONDAY</b>	<b>Poori with Chole, Tea</b>	<b>Rice, Roti, Sambher, Rosted papad</b>		<b>Rice, Roti, Dal, Sabji, Salad</b>
<b>TUESDAY</b>	<b>Idli with Chatni/Samber, Tea</b>	<b>Rice, Roti, Dal, Mushroom, Salad</b>		<b>Rice, Roti, Dal, Sabji, Kheer</b>
<b>WEDNESDAY</b>	<b>Bread Fruit/Egg, Milk, Tea</b>	<b>VEG</b>	<b>NON-VEG.</b>	<b>Rice, Roti, Dal, Sabji, Salad</b>
		<b>Rice, Roti, Dal, Palak Paneer, Kheer, Fruit</b>	<b>Rice, Roti, Chicken</b>	
<b>THURSDAY</b>	<b>Roti/Sada paratha, Tea, Sabji</b>	<b>Rice, Roti, Aalu Chokha, Dal &amp; Salad Rayata</b>		<b>Rice, Roti, Dal, Sabji</b>
<b>FRIDAY</b>	<b>Chole Bhature, Onion slice Tea</b>	<b>VEG</b>	<b>NON-VEG.</b>	<b>Rice, Roti, Dal, Sabji Salad</b>
		<b>Rice, Roti, Dal, Paneer Sabji, Kheer</b>	<b>Rice, Roti, Mutton</b>	
<b>SATURDAY</b>	<b>Roti, Hari Mong Dal, Tea</b>	<b>Rice, Roti, Sabji, Rajma</b>		<b>Rice, Roti, Dal, Sabji Salad</b>

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/ 01/2019**

**APPENDIX- II**

**““MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**QUALIFICATION AND EXPERIENCE OF LEADING EMPLOYEES OF THE FIRM**

(USE CONTINUATION SHEET IF REQUIRED)

SR. NO.	NAME OF PERSON	AGE	PROFESSIONAL EXPERIENCE DETAILS	POSITION HELD IN THE FIRM	SINCE WHEN
		QUALIFICATION			
1	2	3	4	5	6

NAME, SIGNATURE  
& SEAL OF TENDERER :

DATE :

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

e-TENDER No. GAD/ 01/2019

**APPENDIX- III**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**EXECUTION OF SIMILAR WORK CARRIED OUT AS PRINCIPAL CONTRACTOR DURING EACH OF LAST SEVEN YEARS.**

(Rs. in lakhs)

Sr. No.	Tender No.	Name of work	Period		Name of Employer with complete address & Telephone Nos. to whom services provided	Contract Amount Rs.	Reason for Termination if applicable
			From	To			
1.	2.	3.	4.	5.	6.	7.	8.

NAME, SIGNATURE  
& SEAL OF TENDERER :

DATE :

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/01/2019**

**APPENDIX- IV**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**VENDOR REGISTRATION FORM**

1. Name of the Organization :
2. Address (In Detail) :
3. Telephone Number :
4. E-Mail Id :
5. Permanent Account Number (PAN) :
6. Bank Name :
7. Bank Branch Address ( In Detail) :
8. Bank Branch Code :
9. Bank Account Number :
10. Bank Account Type :
11. Magnetic Ink Character Recognizer (MICR) :
12. Tax Identification Number (TIN) :
13. Service Tax Registration Number :
14. Service Tax Registration Code :

- 15. CST Registration Number : \_\_\_\_\_
- 16. Employee Provident Fund (EPF) Registration Number : \_\_\_\_\_
- 17. Employee State Insurance Scheme (ESIS) Registration Number : \_\_\_\_\_
- 18. IFSC Code : \_\_\_\_\_
- 19. GST IN Registration Number : \_\_\_\_\_

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/01/2019**

**APPENDIX- V**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA for period of three years”**

**DECLARATION FORM**

Sr. No.	Description	Yes / No.
1.	Agree to all terms and conditions of Tender and declare that no changes are made to the Port's original Tender Document	
2.	Have you ever been Black listed by any Government / PSU	

**Firm's Sign and Seal**

Place:

Date:

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e -TENDER No. GAD/01/2019**

**FORM OF AGREEMENT**

THIS AGREEMENT made on \_\_\_\_\_this \_\_\_\_day of two thousand Nineteen BETWEEN the Board of Trustees of the Port of Mormugao, a body corporate under the Major Port Trusts Act. 1963 (herein under referred to as “the Board” which expression shall unless repugnant to the context or meaning thereof mean and include their successors and assigns) of the ONE PART of M/s. \_\_\_\_\_, having their registered office at \_\_\_\_\_ (hereinafter referred to as “the contractor”, which expression shall unless repugnant to the context or meaning thereof, mean and include their heirs, executors, administrators, representatives and assignees or successors in office) of the OTHER PART.

WHEREAS the Board is desirous of executing the work of “\_\_\_\_\_” on the terms and conditions stipulated in the contractor’s tender dated \_\_\_\_\_ and read with the conditions contained in the tender documents attached to the above mentioned tender.

AND WHEREAS the contractor by their above mentioned tender has offered to execute, complete and maintain such work, which tender has been accepted by the Board and such tender with correspondence, specifications, schedule. Amendments and acceptance thereof will constitute abiding contract between the Board and the contractor.

AND WHEREAS the contractor has furnished to the Board, a Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as Initial Security for the due performance and observance by the contractor of the terms and conditions of this Agreement.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement.

(A) **COVER No. - I**

1. Instructions for Online Bid Submission.
2. Notice inviting Online Tender.
3. Tender Notice.
4. Electronic Payment System Mandate Form.
5. Form of Tender.
6. Appendix – I.
7. Technical bid particulars.
8. Terms and Conditions of Contract.
9. Mess Menu – Annexure-1
10. Appendix – II Qualification and Experience of leading employees of the firm.
11. Appendix – III – Proforma of execution of similar works.
12. Appendix – IV – Vendor Registration Form.
13. Appendix – V – Vendor Declaration Form.
14. Form of Agreement.
15. Proforma for Bank Guarantee for EMD .
16. Proforma for Performance Guarantee/Bank Guarantee
17. Appendix-VI Proforma for GST details
18. Profoma for Pre-contract Integrity Pact.



(B) **COVER No. II**

- i) Directions to Tenderers for filling in the Schedule of quantities & rates
- ii) Schedule of quantities and rates.

THE COMMON SEAL OF THE TRUSTEES OF

THE PORT OF MORMUGAO HAS HEREUNTO  
AFFIXED AND THE CHAIRMAN THEREOF SECRETARY  
HAS HEREUNTO SET HIS HAND IN THE  
PRESENCE OF

- 1.
- 2.

SIGNED AND SEALED BY THE  
CONTRACTOR IN THE PRESENCE OF

- 1.
- 2.

### **BANK GUARANTEE PROFORMA FOR EARNEST MONEY DEPOSIT**

In consideration of the Board of Trustees of MORMUGAO PORT TRUST (hereinafter called "the Board") having agreed to accept from \_\_\_\_\_ having office at \_\_\_\_\_ (hereinafter called "the said Tenderer") earnest money in the form of Bank Guarantee under the terms and conditions of tender dated \_\_\_\_\_ in connection with the work of \_\_\_\_\_ (hereinafter called "the said tender") for the due observation of the said tenderer of the stipulation to keep the offer open for acceptance for a period of ninety days from the date of opening of the tenders, to execute an agreement within the time specified, to start the work within the period specified after notification of the acceptance of the tender and to deposit the earnest money in cash or furnish fresh Bank Guarantee for the said amount as part of Security for the due and faithful fulfilment of the contract on acceptance of the tender, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

We, the Bank \_\_\_\_\_ do hereby undertake to pay on demand to the Board the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in the event of the said tenderer having incurred forfeiture of the earnest money as aforesaid for the breach of any of the terms or conditions stipulated aforesaid and contained in the said tender.

We, the Bank \_\_\_\_\_ further agree that the Guarantee herein contained shall remain in full force and effect till \_\_\_\_\_ and liability under the Board shall be discharged if the demand for payment is not made within this period.

We, the Bank \_\_\_\_\_ lastly undertake not to revoke this Guarantee during the currency except with the previous consent of the Board in writing.

This Guarantee shall remain in force till \_\_\_\_\_ unless demand or claim in writing is made on us within three calendar months from \_\_\_\_\_ or earlier, all rights of the Board under this Guarantee shall lapse on \_\_\_\_\_ and we shall be relieved and discharged from all liabilities there under thereafter.

FOR AND ON BEHALF OF BANK

Dated this \_\_\_\_\_.

Form of Performance Guarantee/Bank Guarantee Bond.

In consideration of the Board of Trustees of Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between Board 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 till the Secretary-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.

5. 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 exercisable 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.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.
8. 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)

**PROFORMA FOR GST DETAILS****APPENDIX -VI**

<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	GST No.	30AAALM0293P1ZY	
10	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
11	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
12	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
13	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
14	Whether B2B or B2c (B= Business & C= Customer)	B2B	
15	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
16	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
17	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	
18	Central Excise Registration No.	--	

19	Service Tax Registration No.	AAALM0293PST001	
20	VAT - TIN	30181201096	
21	CST - TIN	V/CST/1683	
22	IEC	1706000073	
23	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	<a href="mailto:facao@mptgoa.gov.in">facao@mptgoa.gov.in</a> <a href="mailto:anant.chodnekar@mptgoa.gov.in">anant.chodnekar@mptgoa.gov.in</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: \_\_\_\_\_ )

## **INTEGRITY PACT**

Between

Mormugao Port Trust (MoPT) hereinafter referred to as “The Principal”,

and

\_\_\_\_\_ hereinafter referred to as “The Bidder/ Contractor”

### **Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s \_\_\_\_\_: The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

### **Section 1 - Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC /PC Act, or if there be a substantive Suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

### **Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.



- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he /she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/ Contractors(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any, Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/ Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future Contracts**

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

#### **Section 4 - Compensation for Damages**

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 — Previous transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings”.

#### **Section 6 — Equal treatment of all Bidders / Contractors / Subcontractors**

1. In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidder(s) / Contractor(s) /Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 - Independent External Monitor**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders/Contractors as confidential. He/ she reports to the Chairman, MoPT.

- <> (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, MoPT and recuse himself / herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The Monitor will submit a written report to the Chairman, MoPT within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman MoPT, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman MoPT has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman of MoPT.

**Section 10 - Other provisions**

- 1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Hedland Sada, Mormugao Goa.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will Strive to come to an agreement to their original intentions.
- (5) Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)  
(Office Seal)

(For & On behalf of Bidder/  
Contractor) (Office Seal)

Place -----

Date -----

Witness 1:\_\_\_\_\_

(Name & Address)\_\_\_\_\_

Witness 2:\_\_\_\_\_

(Name & Address)\_\_\_\_\_



An ISO 9001 : 2015 Port  
ISPS CODE Compliant

## **MORMUGAO PORT TRUST GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER No. GAD/ 01/ 2019**

**Tender Notice No.:- GAD/A&D/CISF/2019**

**e- TENDER FOR**

**(Cover No: 2)**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING  
SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**



An ISO 9001 : 2015 Port  
ISPS CODE Compliant

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e - TENDER NO: GAD/01/2019**

**“FINANCIAL BID”**

**(BOQ)**

**FOR**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING  
SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**E-TENDER No. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

**COVER NO. 2 (FINANCIAL BID)**

- i. Directions to Tenderers for filling in the Schedule of quantities & rates
- ii. Schedule of quantities and rates.

MORMUGAO PORT TRUST,  
GENERAL ADMINISTRATION DEPARTMENT,  
MAIN ADMINISTRATIVE OFFICE BLDG,  
HEADLAND, SADA, GOA.

**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**e-TENDER NO. GAD/01/2019**

**“MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE  
KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”**

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

- Notes: (a)\* Rate should be quoted per guard per month inclusive of all statutory requirements as per the Minimum Wages Act of 1948 and in accordance with statutory provisions and requirements for EPF, ESI, etc. laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time. Revision of minimum wages as the Govt. Of India (Central Govt./Govt. Of Goa if any, shall be incorporated in the rates as and when applicable. (Shall include charges towards EPF, ESI, Bonus).
- (b).\*\* To be quoted in amount only, not in percentage and shall not vary.
- (c). \*\*\* Rates as applicable as per relevant latest Govt. orders and will be released/reimbursed on submission of proof of remittance challans/receipts.
- (d). Minimum statutory Bonus payable to labourers under relevant provisions of Payment of Bonus Act, 1965 shall be payable by the Agency.
- (e). Break-up of the rate also be required to be provided along with the copy of the Govt. Of Goa, order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.

**Declaration by the Bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Note: i) No other charges will be payable by MPT.**

- ii) There would be no increase in rates during the Contract period except provisions under the terms and conditions.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No. (O):



**MORMUGAO PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**TENDER NO. GAD/01/2019**

Name of Work “MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER ,  
HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.”

**SCHEDULE OF QUANTITIES OF RATES**

SI/No	Particulars	Qty.	Total Amount in figures
1.	Monthly charges for providing Mess contract alongwith Laundry, Barber, House keeping Services (i.e. Head Cook-1, Cook-1, Kitchen Helpers-2, Service Helper-1, Dish Washer-1, Barber Service-1,Laundry service-2 Housekeeping Service-3 Total 12 persons)	12 nos.	
	Total Amount in words :		

Note GST will be paid along with every bill extra and as applicable)

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No. (O):

## **BOQ ONLY FOR VIEW**

Validate

Print

Help

Tender Inviting Authority : MORMUGAO PORT TRUST GENERAL ADMINISTRATION DEPARTMENT

Name of Work : MESS CONTRACT ALONGWITH PROVIDING LAUNDRY, BARBER , HOUSE KEEPING SERVICES AT MPT CISF UNIT LINES, HEADLAND SADA GOA.

Contract No : GAD/01/2019

Name of the Bidder/ Bidding Firm / Company :							
<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Particulars	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Applicable GST in %	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	MONTHLY CHARGES FOR PROVIDING MESS CONTRACT ALONG WITH LAUNDRY, BARBER, HOUSE KEEPING SERVICES (i.e Head Cook-1, Cook-1, Kitchen Helpers-2, Service Helper-1, Dish Washer-1, Barber Service-1, Laundry Service-2 Housekeeping Service-3 Total 12 persons)	1	L.S			0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	<b>INR Zero Only</b>						