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

e-TENDER No. GAD/04/2019

Tender notice no. GAD/WO/2-D MAIN A.O. BLDG. CANTEEN/2019

e- TENDER

FOR

**“CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN &
PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL
SITE OFFICE CANTEEN AT HEADLAND SADA.”**

Technical Commercial Bid (Cover No. 1)

Due date of submission on 04.11.2019 at 10.30 hrs

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

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

e- PORTAL NOTICE INVITING ONLINE TENDER

e - TENDER NO: GAD/WO/2-D MAIN A.O. BLDG. CANTEEN/2019

e – tender for “RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA.”

Opening Date: 05.11.2019 at 10.30 Hrs

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

SECRETARY



An ISO 9001:2015 PORT

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मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT
e- TENDER NO. GAD/04/2019

**“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF
ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT
HEADLAND SADA.”**

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**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 enrol 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 Enrolment" 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 in the MPT.
2. The interested parties 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. 50,000/- (Rupees Fifty thousand only)**, alongwith the technical bid by Demand Draft/NEFT/RTGS 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 will deposit an amount equal to 10% of contract value towards **Security Deposit** by way of Demand Draft/Banker's Cheque in favour of FA&CAO, MPT, drawn on any Nationalised Bank/Scheduled Bank and payable at Mormugao/Vasco-Da-Gama, Goa.
8. The EMD deposited by successful agency 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 Competency 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. of 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 Agency 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.	GAD/04/2019	
Name of Work	e – tender for “RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA.”	
Estimated Cost	Rs. 37,85,600/-	
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.2,400/- [inclusive of GST]	Mode Of Payment: In the form of DD/NEFT/RTGS Uploaded with e-tender.
EMD Cost	Rs. 50,000/-	
Payment of Tender Fee & EMD	<p>The Tender fee and EMD shall be paid in the form of DD/NEFT/RTGS before the due date and time of the tender. Mode of Payment towards Tender Cost, & Earnest Money Deposit (EMD) to be paid online through as mentioned above.</p> <ol style="list-style-type: none">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.ii. Bank details are given in the next page and NEFT/RTGS to be used for that account only.iii. Proof of payment made has to be uploaded enclosed with the tender such as UTR details/ Demand Draft details, Uploaded with e-tender.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.	

Security Deposit	10 % of the contract value refundable after satisfactory completion of Contract plus six months.
Contract Period	Thirty six months.
Qualifying Criteria :	<p>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</p> <p>i) The Average Annual Financial Turnover during the last Three (3) years ending 31st March 2019 should be at least INR Rs.11,35,700/- . Auditors report in original certified by CA, for the years 2016-17, 2017-18 and 2018-19 including relevant P/L a/c and Balance Sheet.</p> <p>ii) The Tenderer should have experience in ‘Similar Works i.e. in running the industrial canteen or private Restaurant/hotels or catering experience 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) The contractor SHALL have completed the One work order of Rs. 30,28,480/-</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">b) The contractor SHALL have completed the Two work orders of Rs. 22,71,360/- each</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">c) The contractor SHALL have completed the Three work orders of Rs. 15,14,240/- each</p> <p>This experience should also include the preparation of Indian dishes/food preferably in Goan food. For the private hotel/restaurant owners and caterers for experience purpose, registration licence of minimum two years issued by the Competent Authority is required to be submitted. The bidders having experience of industrial canteen shall produce the required experience certificate from the Authority of concerned establishment.</p> <p>iii) The Tenderers shall enclose the copy of Annual Financial Turnover for the year 2016-17, 2017-18 and 2018-19 (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	04.11.2019 uploading up to 10.30 Hrs
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened on 05.11.2019 at 10.30 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.</p> <ol style="list-style-type: none"> 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 Appendix-VIII. 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. <p>B). Uploading Documents for Cover- II</p> <ol style="list-style-type: none"> 1. Schedule of Quantities of Rates filled in PDF/ Excel format duly signed and stamped scanned.
<p>Address for communication:</p>	<p>Secretary Office of General Administration Department, Mormugao Port Trust, A.O. Bldg. Headland Sada, Mormugao, Goa – 403804.</p>
<p>Contact Details</p>	<p>For Tender related queries --- Phone :0832 – 2594128 / 2594129 For e-Tendering help contact:</p> <p>The Help Desk will be your first point of contact at NIC. Telephone: For any queries, please call 24 x 7 Helpdesk No.: 0120-4001062, 0120-4001002, 0120-4001005, 0120-6277787</p> <p>Email: Kindly send your Technical queries to cppp-nic@nic.in</p> <p>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.</p> <p>For any issues/ clarifications relating to the tender kindly contact Email: etenders@mptgoa.gov.in</p>
<p>Website</p>	<p>https://eprocure.gov.in/eprocure/app</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/04/2019

Tender notice no. GAD/WO/2-D MAIN A.O. BLDG. CANTEEN/ 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 **CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA.**”

Sr. No	e-Tender No.	Name of work	Cost of tender document (non- refundable)	Earnest Money Deposit	Estimated cost of work put to tender
1.	GAD/04/2019	“CONTRACT FOR RUNNING OF MAIN A.O. BLDG. CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA, GOA, for a period of 3 years”	Rs.2400/-	Rs. 50,000/-	Rs. 37,85,600/-
	Submission of E-tender from and to	Class of contractor eligible to tender	Period of contract	Date of opening of tender	
	15.10.2019 to 04.11.2019 uploading up to 10.30 hrs	As per eligibility criteria stipulated below	36 Months	05.11.2019 Opening at 10.30 Hrs	

1. **Eligibility Criteria:**

(A) The bidder may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, registered with appropriate authority who possess the required registration certificate issued by the said Authority, valid at least for 12 months from the date of the opening of tender. Relaxable to the canteen contractor who are presently running MPT canteens or having experience of running MPT canteens in the past.

(B) **Financial Criteria:**

The Average Annual Turnover during the last three years ending 31st March 2019 of the tenderer should be at least **Rs.11,35,700/-**

(C) Technical Criteria :

The Tenderer should have experience in 'Similar Works i.e. in running the industrial canteen or private Restaurant/hotels or catering experience during last 7 years ending last day of month previous to the one in which tenders invited should be either of the following:-

a) The contractor SHALL have completed the one work order of
Rs. 30,28,480/-

OR

b) The contractor SHALL have completed the two work orders of
Rs. 22,71,360/- each

OR

c) The contractor SHALL have completed the three work orders of
Rs. 15,14,240/- each

This experience should also include the preparation of Indian dishes/food, preferably in goan food. For the private hotel/restaurant owners and caterers for experience purpose, registration licence of minimum two years issued by the Competent Authority is required to be submitted. The bidders having experience of industrial canteen shall produce the required experience certificate from the Authority of concerned establishment.

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.2,400/- towards the tender cost which sum will not be refunded. All tenderers 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 **Inc case of any queries the tenderer may contact following phone nos.**

Shri Sandeep Raikar. – 08322594128

Welfare Section – 08322594129

3. The proposed work mainly comprises of :
- “CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND for period of three years”**
4. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is Rs.50,000/- (Rupees Fifty thousand only), and E.M.D should be paid by uploading of Demand Draft.
- a) E.M.D. of the Tenderers except first three lowest tenders will be refunded to Contractors within one month of opening of price bid. Contractors are requested to contact the Welfare Officer, 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/Security Deposit/ Retention Money, 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 Demand Draft/Banker's Cheque/NEFT/RTGS 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/NEFT/RTGS/Pay Order at the time of acceptance of tender.

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 Welfare Officer, Tel. No. 0832 2594128, 0832 2594129.
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 "CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN" 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 availed 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/04/2019

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA for period of three years”**

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

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

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

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT
e-TENDER No. GAD/04/2019

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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 **“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA 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 to execute 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 payment by Demand Draft/Cash of sum of Rs.50,000/- (Rupees Fifty thousand only) earnest money (EMD) 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 that if the contract is awarded to me/us than the earnest money lodged with this tender will be retained by the Trustees towards part of the 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 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 have inspected the site and I am/We are fully aware of the work to be carried out while tendering for the contract.

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

Name: _____

Age: _____ years

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

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

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

*(C) Ours 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.

10. Proposed contract is intended to be signed by a duly constituted Attorney having 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.

11. The Security Deposit referred to in Para No.5 above will be from
** _____

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

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

14. 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.

15. "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".

16. 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 the Competent Authority.

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.

मुरगांव पत्तन न्यास/MORMUGAO PORT TRUST
सामान्य प्रशासन विभाग/GENERAL ADMINISTRATION DEPARTMENT
e-TENDER No. GAD/04/2019

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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	10% of the Contract price to be submitted as per Clause 18.1 of the General Terms and Condition of contract.
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% of the contract value 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.	Minimum amount of interim Certificate.	Not applicable to this contract
9.	Time within which payment to be made after contractor's submission of the bill.	100% within 20 days of submission of bill in duplicate with Secretary, MPT Headland-Sada certification.
10.	Mobilisation advance	Not applicable to this contract.
11.	Interest rate on Mobilization advance	Not applicable to this contract.
12.	Mode of recovery of Mobilization advance	Not applicable to this contract
13.	Variation in price of labour and materials	Not applicable to this contract
14.	Arbitration	Not applicable to this contract
15.	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: _____

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

e-TENDER No. GAD/04/2019

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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 Canteen Contract. This experience should also include the preparation of Indian dishes/food. 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. For the private hotel/restaurant owners and caterers for experience purpose, registration licence of minimum two years issued by the Competent Authority is required to be submitted. (Attach certificates, testimonials).	As per Performa at Appendix - III
3 a). 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. 50,000/- towards bid security (EMD) and a DD for Rs.2,400/- 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 st March 2019 which should not be less than Rs.11,35,700/- . Attach details.	
18. Solvency Certificate of Rs.11,35,700/- . Attach bank 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:

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

e-TENDER NO. GAD/04/2019

GENERAL TERMS & CONDITIONS OF CONTRACT
(Annexure to Agreement)

Name of Work : “CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA for period of three years”

1. PRINCIPAL EMPLOYER:

Employer means, Mormugao Port Trust represented by Secretary,

2. RUNNING OF CANTEEN:

2.1 The contractor shall prepare and supply the items at **MAIN A.O. BUILDING CANTEEN** in quantity/quality as per rates indicated in the Canteen Menu, (**ANNEXURE - I**) for all days except Sundays & Holidays for approximately 500 workers/staff/officers/ who are being given identity cards

2.2 PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA :

Besides running of Main A.O. Building Canteen, the canteen contractor shall also supply/provide the food items in quantity/quality as per rates indicated in the Canteen Menu (**ANNEXURE – I**), for all days except Sundays & Holidays for approximately 120 workers/staff/officers at **AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA.**

2.2.1 The contractor has to prepare/cook daily food items/Tea/Coffee including snacks and Lunch, as per requirement of AXEN Civil Site Office Canteen, in the Main A.O. Building Canteen and arrange to provide/transport the same to the AXEN Civil Site Office Canteen and shall serve as per the timings mentioned in Clause No. 7.2 of the terms and conditions.

2.2.2. The contractor has to keep service helper at the AXEN Civil Site Office Canteen to serve the food items to the canteen users.

3. PRICE:

3.1 The contractor will be eligible for lump-sum amount per month. The contractor shall quote the amount of lump-sum charges per month exclusive of GST, for running of MAIN A.O. BUILDING CANTEEN and also for providing of additional canteen services at AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA . He is expected to run the Canteen as per conditions in the Price Bid to be submitted along with the tender document. The amount per month will be disbursed to the Contractor every month on production of documents, i.e. PAN No., copy of wage register, copy of Muster roll, copy of EPF/ ECR challan ESI Copy etc.

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

4. CANTEEN PREMISES AND OTHER FACILITIES:

4.1 The Contractor will be allotted Canteen premises including 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. 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.

4.2 The water and electricity has been supplied free of cost by the Port Trust subject to its availability. But the Contractor should maintain a strict control on consumption and he will be answerable for any abnormal increase in the consumption.

4.3 Maintenance of Civil works and electrical installations/equipments will be done by the Port.

5. COOKING GAS:

5.1 For Cooking, only commercial gas cylinders should be used in canteen. 4 Nos. commercial type (19.5 kg) gas cylinders (empty) will be provided, and the re-filling charges of the cooking gas have to be met by the contractor. 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 canteen. Use of kerosene/electric hot plate/Stove in the canteen premises shall not be permitted. In case the contractor is found using **kerosene/electric hot plate/Stove/Domestic Gas Cylinder** in the canteen premises for cooking purposes, **the contractor will be fined @ Rs.1,000/- (Rupees One thousand only) per day / per occasion and the same will be recovered from the monthly amount.** 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.

6. CENTRALIZED CANTEEN COMMITTEE OR ITS SUB-COMMITTEE:

6.1 There will be Centralized Canteen Committee or its Sub-Committee, consisting of various Officials nominated by Port Administration. The contractor shall adhere to the decision of Centralized Canteen Committee or its Sub-committee and he will attend the meeting 'on call'. Centralized Canteen Committee or its Sub-committee will meet once in every month.

6.2 All refreshments, food, aerated water etc. sold at the canteen shall be of the best quality. Members of the Centralized Canteen Committee or its Sub-committee whose names will be communicated to the contractor by employer will have the right to inspect any time and find out the quality and quantity of items supplied in the Canteen. The directions of the Employer/Welfare officer/Centralized Canteen Committee, if any, given by them in this respect should also be strictly observed by the Contractor.

7. WORKING TIME:

7.1 MAIN A.O. BUILDING CANTEEN will be catering to about 500 persons for all days except Sundays & Holidays, as detailed below:

TIMINGS

Morning Session

i) Tea & Snacks	08.15 hrs to 11.30 hrs.
ii) Lunch	12.45 hrs to 14.00 hrs.
<u>Evening Session</u>	
i) Tea & Snacks	15.00 hrs to 16.15 hrs.

7.2 AXEN CIVIL SITE OFFICE CANTEEN will be catering to about 120 persons for all days except Sundays & Holidays, as detailed below:

TIMINGS

Morning Session

i) Tea & Snacks	07.15 hrs to 11.15 hrs.
ii) Lunch	12.00 hrs to 14.00 hrs.
<u>Evening Session</u>	
i) Tea & Snacks	15.00 hrs to 16.15 hrs.

8. MENU & RATE:

8.1 The Contractor shall supply all items at rates as per the menu specified in **ANNEXURE-I**. He shall also **display the rates** against each of the food items/snacks in a prominent place inside the canteen which will be served and made available in the canteen during the timings indicated supra on all the working days.

Separate rate is applicable for persons other than Port employees & CISF personnel on duty, which will be double the rate as mentioned in the **ANNEXURE- I**. **No increase in rates will be permitted during entire period of contract.**

The rates for the Students/Trainees/contract employees working in Main A.O. Bldg./AXEN Civil Site Office Canteen are to be charged as per the rates applicable to MPT employees, as per instructions given by the management from time to time.

8.2 The contractor should introduce coupon system for the collection of eatables after payment. He has to get the coupon printed (of different denomination) at his own cost or provide a computerized printout.

8.3 The contractor shall provide at his own cost, suitable and required quantity of crockery and linen in addition to what is supplied by the Welfare Section and employ adequate number of servants (staff) as may be directed by the Employer, for smooth functioning of the canteen. However, the payment of the employees shall be borne by the contractor as per Minimum Wages Act as applicable.

9. LICENCE / CERTIFICATE FROM PORT HEALTH OFFICER (PHO):

9.1 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 canteen.

9.2 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 MAIN A.O. BUILDING office Canteen at Headland Sada 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 canteen premises during their entire tenure period for inspection by the competent authority.

10. PRE-EMPLOYMENT MEDICAL EXAMINATION:

10.1 Pre-employment medical examination by Chief Medical Officer, Mormugao Port Trust or any of the following should be conducted for appointing the canteen staff. Periodic medical examination at least once in six months should be done for all canteen 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. The cost of the medical examination shall be borne by the contractor.

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

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

10.3 The contractor's staff will be subjected to periodical inoculation against typhoid and vaccination against small pox and the cost of the same will be borne by the contractor.

10.4 The contractor shall immediately remove such servants as may be directed by the Secretary/MPT, under reason of health.

10.5 The Secretary/MPT may also direct removal of such servant/worker on reason of not maintaining proper clean appearance etc.

11. CLEANLINESS:

11.1 The Contractor shall keep the premises of the canteen, canteen 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 Canteen Committee. He must also ensure that floor of canteen Basins and other areas of the Canteen is cleaned after each meal using perfumed disinfectant. Mopping should be done after each meal. Entire Canteen area (inside) shall be washed after the evening session, every working day. Surrounding area, hall, kitchen have to be swept and washed once in a week, especially on Saturday/Sunday. All inside/outside drainages connected with Canteen in the Canteen 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.

11.2 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.

12. SANITATION:

12.1 The contractor will make necessary sanitation arrangement in the canteen building and premises to the utmost satisfaction of the employer. It is the responsibility of the Contactor to remove the garbage from the Canteen to designated place.

12.2 Carbolic soaps should be provided at wash basins. Use phenols at Toilets used by Canteen workers. Rest room of canteen workers must be clean and tidy.

13. FIRE & SAFETY:

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

14. QUALITY OF FOOD ITEMS:

14.1 The items used for the preparation of the various food items by the contractor shall be unadulterated and be of good quality. The medium of cooking and frying shall be in refined oil only. **ONCE USED OILS SHALL NOT BE REUSED FOR ANY KIND OF COOKING/FRYING PURPOSES.**

14.2 The Contractor should use Curry powder of commodities like, chilly, turmeric, coriander etc., all these packed items must be of ISI quality standard or Agmark brands only.

14.3 Milk supplied by "Goa Dairy", "Nandini" or "Amul" only, should be used in the canteen for making tea and coffee.

**15. PERSONAL APPEARANCES AND HYGIENE FOR CANTEEN STAFF :
The contractor should also ensure that**

- a) Clean and neat aprons are worn by the canteen 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 finger, nails are cleaned before beginning the work.
- d) While serving 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.

15.1 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.

16. METHOD OF WORK:

The Contractor shall ensure that :-

- a. Necessary utensils/equipments are kept on the counter /table or such raised platform and not on the floor, the dishes and utensils of same kind are cleaned, piled together and are handled in an orderly manner,
- b. All the food grains etc. and vegetables are kept under wraps before cooking.
- c. 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.
- d. Work is planned to use as fewer motions as far as possible, limit conversation to only matter concerning the work in progress.
- e. The dishes and utensils are cleaned by proper scrapping etc.
- f. Empty dishes are soaked in water to facilitate easy cleaning.
- g. For serving the dishes and for collecting used plates different sets of waiters are used.
- h. All the soiled unused dishes are immediately removed and washed with hot, soapy water or by using chulah ash. No mud to be used for washing.
- i. After washing, the utensils are given anti bactericidal treatment.
- j. The dishpans (i.e. sink) are thoroughly cleaned taking care of outside as well as inside of dishpans/sink.
- k. Serving of food items shall not dislocate the departmental works. The supply of food, etc., should also be in hygienic conditions.
- l. Proper supervision of the kitchen is done thoroughly daily in order to maintain it in orderly manner.

17. UNIFORM :

17.1 The contractor should also ensure that the workers engaged by him in the canteen are neatly and properly dressed in Uniform while serving.

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

18. SECURITY DEPOSIT :

18.1 The Contractor shall within 15 days from the date of issue of LOA (letter of Acceptance), deposit 10% of the contract value by way of Demand Draft/ Banker's Cheque, as interest free **Security Deposit** for the proper and fulfillment of the terms and conditions of the contract. The Employer, for and on behalf of Mormugao Port Trust may at his discretion forfeit the whole or any portion of the security amount if in the opinion of the employer, without prejudice to the right to proceed against the contractor for any additional amount due towards damages, breach of any of the terms of contract by the contractor has been committed.

18.2 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.

19. GOODS & SERVICE TAX (GST) :

19.1 The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods/services in the price bid.

20. PENAL PROVISION:

20.1 The Mormugao Port Trust will have the right to forfeit the Security deposit amount 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.

20.2 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.

20.3 Even after serving the notice as mentioned in clause 22.13 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, Canteen Committee/Secretary/MPT shall have the powers to impose the penalty of not more than Rs. 500/- (Rupees Five Hundred only) for every case of default.

20.4 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.

21. VALIDITY OF CONTRACT:

21.1 The contract shall be valid and will be in force for a period of **(3) three years** from the date of handing / taking over of the canteen. On the expiry of the said term, the contract period will be terminated and he 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 year. **The escalation rates on amount per month will be made applicable after 6 months from the date of signing the agreement.** The escalation will be admissible as per (C.P.I) Consumer Price Index.

22. MISCELLANEOUS:

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

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

22.3 The contractor shall provide a weighing balance machine so that the authorities may check the weight of any articles during inspection.

22.4 The canteen shall be kept open for inspection at any time without notice for the Employer/Welfare Officer/Secretary/Members of Centralized canteen committee or its authorized official.

22.5 The canteen contractor or his authorized responsible representative should be available in the canteen always. His name should be intimated to the Employer/Welfare Officer/Secretary/MPT.

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

22.7 The, Secretary, Mormugao Port Trust, shall have overall control over the functioning of the canteen and the contractor shall follow his instructions.

22.8 The responsibility for procuring the provisions, foodstuffs, fuels, etc, and all others items required for running the canteen shall be entirely that of the contractor.

22.9 For the purpose of Employee's 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 canteen. The contractor at his own expenses should make necessary arrangements for medical examination of the canteen 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 canteen premises for inspection by the competent authority. He should obtain the certificate within 15 days after awarding the contract.

22.10 The Canteen is intended primarily to cater to the employees of the Port Trust, i.e. employees/workers/officers, the CISF personnel on duty, and other employees directed to be deputed for work at Main A.O. Bldg. Office Canteen and AXEN Civil Site office canteen from other sections of the Port, who have been given preference in the matter of supplying food etc. but the Port will have no objection to the contractor catering others also on their own responsibility without inconvenience to the Port Trust and Port employees. Separate rate is applicable for other than Port employees & CISF personnel on duty, which will be double the rate mentioned in the Annexure – I.

22.11 It shall be the contractor's responsibility to collect all dues from its customers and the Canteen Committee / Employer shall accept no responsibility whatsoever in this regard.

22.12 The Contractor has to return all the items, such as cook-wares, utensils, furniture and other items in the Canteen 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.

22.13 The contractor will be responsible for the good quality hygienic meals, snacks, Tea etc., and its proper service. The contractor will be responsible for the conduct and behaviour of those working under him. If the Canteen Committee 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.

22.14 The Contractor shall employ workers for the functioning of the canteen only with the prior permission/approval of the Employer. The contractor should get entry/exit pass from the Employer for those workers and other persons required for the canteen functioning.

22.15 The contractor should ensure that no canteen worker is roaming / going outside the canteen premises during his or her duty time.

22.16 The contractor shall not prepare and sell any items of food articles other than those covered by the terms of this contract except with the written permission of the Secretary/MPT.

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

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

22.19 Force majeure: In the event of any strike, lay off, retrenchment, lock out or closure or any such other happenings and if the canteen cannot be run, for reasons which are not attributable to the canteen contractor and such closure being extended by more than one day, Port Trust shall be liable to pay only **25%** of the monthly charges for such period of strike, lay off, lock out etc.

22.20 When on any event the canteen is closed by the express directions given in writing by the employer for such closure and for such period, the contractor will not be eligible for monthly amount for such particular period.

22.21 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 20.4 shall not be bar for such termination.

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

22.23 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.

22.24 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
- x) Employee's Compensation Act
- xi) Inter State Migrant Workmen Act 1979 (Regulations of Employment and Conditions of Service)
- xii) Central Rules 1980
- xiv) Acts under Dock Safety, Electricity Act,
- xv) Municipality Act
- xvi) Major Port Trust Act, 1963
- xvii) Mormugao Port Trust Regulations, etc.

22.25 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 Secretary/MPT or his authorized representative and to the Statutory authorities as may be required under various Acts/Rules.

22.26 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.

22.27 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/MPT or his authorized representative as well to the Government Officials as and when required.

22.28 The contractor shall not exhibit any sign board, name plate or advertisements within or outside the said canteen premises without the consent in writing from the Secretary/MPT.

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

22.30 The Employer (Secretary/MPT) 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.

22.31 PAYMENT TERMS: The contractor shall pay the ESI/EPF and all other dues of the staff deployed in the canteen 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 15th 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 amount 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 canteen. The payment of wages to all workers employed by the canteen contractor should be made by crossed cheque only every month.

The contractor shall prefer a bill for providing canteen 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, by employer/employee alongwith employeewise Electronic Challan cum Returns Statement (ECR).
- 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.

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

22.33 The successful tenderer will be required to commence the services within 7 days from the date of issue of Letter of Acceptance. 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.

22.34 The canteen services should be provided daily on all working days of the Port. The contractor will be liable for the penalty for its inability to provide services on any working 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.

22.35 Escalation : 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 monthly charges. No advance shall be paid to successful tenderer.

22.36 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 Canteen. The Port shall not be responsible in any way for any breach by the contractor of the rules and regulation governing for the running of canteen.

22.37 The contractor shall indemnify and keep indemnified, defend and hold good Port, its Officers and employees against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the contractor or his service personnel on account of misconduct, omission and negligence by the contractor or service personnel.

22.38 The composition of staff employed in the canteen should consist of minimum **one Head Cook, one Cook, two kitchen helpers, two service helpers, one dish washer on any working day.** In case of deployment of family member as worker in the canteen by canteen 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.

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

22.40 In the event of any dispute in respect of any of the tender condition, the decision of the Secretary/MPT, shall be final and binding on the contractor.

22.41 The Secretary/MPT reserves the right to accept or reject any of the tender condition without assigning any reason.

22.42 The contractor shall keep the Secretary/MPT 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.

22.43 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.

22.44 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 22.24 above.

22.45 **Whenever increase in minimum wages of scheduled employment in Central sphere Establishment falling under the Government of India issued by Ministry of Labour and Employment, Government of India, the wages of persons deployed by the Service Provider should also be enhanced at par.**

23. The contractors should ensure that the Social Benefits Schemes of the Goa Labour Welfare Board available to the industrial contract workers/employees and to their children are extended to their workers. The Medical Scheme "Deen Dayal Swasthya Seva Yojana", a Health Cover Scheme may also be extended to the workers/employees engaged during the contract.

24. EMERGENCY :

24.1 In case of any emergency declared by Mormugao Port Trust, the contractor has to suspend all his activities in the Main A.O. Bldg. Canteen/AXEN Civil Site Office Canteen area and make arrangements for evacuation of his workers immediately to safe place.

25. ENTRY PERMIT FOR MAIN A.O BLDG

The contractor and his workers / agents shall be required to obtain from Traffic Manager, Mormugao Port Trust (TM/MPT), Main A.O. Building, Entry Permit on receipt of prescribed application form duly filled in, with signature & seal of the Employer and have the same with them during entry and exit from the Main A.O. Building area guarded by CISF personnel.

26. JURISDICTION :

26.1 The legal jurisdiction of this contract shall be Goa only. 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 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.**

MORMUGAO PORT TRUST**SCHEDULE OF PRICES / RATES FOR THE VARIOUS ITEMS AT MORMUGAO
PORT MAIN A.O. BLDG. OFFICE CANTEEN AND AXEN CIVIL SITE OFFICE
CANTEEN AT HEADLAND SADA.****BREAKFAST**

MON	TUE	WED	THU	FRI	SAT	
COMPULSORY						
Bread/ pav/ chapatti	Bread/ pav/ chapatti	Bread/pav/ chapatti	Bread/pav/ chapatti	Bread/pav/ chapatti	Bread/ pav /chapatti	
Bhaji	Bhaji	Bhaji	Bhaji	Bhaji	Bhaji	
Puri with Bhaji	Puri with Bhaji	Puri with Bhaji	Puri with Bhaji	Puri with Bhaji	Puri with Bhaji	
Buns	Buns	Buns	Buns	Buns	Buns	
OPTIONAL						
Mirchi Bhojim	Samosa	Potato Bhojim	Masala Dosa	Samosa	Batata wada	
Idli sambar	Sheera	Uppit	Mirchi Bhojim	Sheera	Idli sambar	

Sr No	Name of the Item & Description	Quantity	Rates for	
			MPT & CISF staff (Rs.)	Non- MPT staff (Rs.)
1.	Bread/pav		Market rate	
2.	Bhaji	Per plate	3.00	6.00
3.	Puri with bhaji	One plate of 3 puris (1 puri = 15cms)	7.00	14.00
4.	Chappatti (Regular)	One	3.00	6.00
5.	Buns	One (100 gms)	3.00	6.00
6.	Sheera	Per plate(100 gms)	3.00	6.00
7.	Udid wada (with chutney)	Double (150gms) (2 piece = 75gms each)	6.00	12.00
8.	Batata wada (with chutney)	Double (150 gms) (2 piece = 75 gms each)	6.00	12.00
9.	Veg. Samosa (with chutney)	Double (150 gms) (2 piece = 75 gms each)	6.00	12.00
10.	Khanda Bhojim	Per plate (75 gms)	3.00	6.00
11.	Potato Kappa	4 pieces per plate (75 gms)	3.00	6.00

12.	Uppit	Per plate (100 gms)	3.00	6.00
13.	Masala Dosa with chutney	Per plate (Standard size)	6.00	12.00
14.	Idli Sambar	Double Idli (150 gms)(2 piece = 75 gms each)	5.00	10.00
15.	Mirchi Bhojim	Per plate (2 pieces)	5.00	10.00
16.	Tea	100 ml	3.00	6.00
17.	Coffee	100 ml	3.00	6.00
18.	Tea (without sugar)	100 ml	3.00	6.00

LUNCH

Sr No	Name of the Item & Description	Quantity	Rates for	
			MPT & CISF staff (Rs.)	Non- MPT staff (Rs.)
1.	Vegetarian	Thali consisting of two watis of rice each of 175 cc. two kinds of bhaji (100 gms each), one papad(5 gms), pickle, one dal wati (100ml), sol curry wati (50 ml), one fried potato kapa (Every day different type of Bhaji or one extra papad)	12.00	24.00
2.	Non Vegetarian (Fish Curry & Rice)	Thali consisting of two watis of rice each of 175 cc. one kind of bhaji (100 gms), 2 nos. of pieces of fried fish(20gms), pickle, one curry fish with curry wati (100 ml), sol curry wati (50 ml).	12.00	24.00
EXTRA				
3.	Rice	Per wati of 175 cc.	3.00	6.00
4.	Papad	One (5 gms)	2.00	4.00
5.	Vegetable Pulav	Per plate (200 gms)	15.00	30.00
6.	Chicken Biryani	Per plate (250 gms)	20.00	40.00
7.	Omlet	One egg and one bread	7.00	14.00
8.	Chapati (Standard size)	One	3.00	6.00
9.	Bread slice	One piece	1.00	2.00
10.	Curds	Per wati (50gms)	3.00	6.00
11.	Chicken Rice curry	Per plate (Rice = 175 gms) (Curry = 125 ml)	18.00	36.00

EVENING TEA & SNACKS

Sheera / Uppit / Udid wada / Mirchi Bhojim / Samosa / batata wada / kanda Bhojim / Potato Kappa /Buns

Any two above items should be prepared everyday with tea / coffee.

EXTRA ITEMS

Sr. No.	Item	Brand	Rate (Rs.)
1.	Packaged Water	Bisleri / Kinley / Bailey	MARKET RATE
2.	Soda	Kinley / Lehar / kingfisher / taan	
3.	Aerated refreshments	Coca-Cola / Limca / Fanta / Mirinda / Pepsi / Dew / Sprite / Thumps up / Taan	
4.	Lassi	Amul / Nandini / Goa Diary	
5.	Biscuits	Britannia / Sunfeast / Parle / Patanjali	
6.	Banana	----	

NOTE : All the items including oil (refined oil) used for cooking various food items should be unadulterated, branded quality & of applicable standard (FSSAI / AGMARK or equivalent).

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

e-TENDER No. GAD/04/2019

APPENDIX - II

“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA

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/04/2019

APPENDIX - III

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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/04/2019

APPENDIX - IV

“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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 Registration Number : _____

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

e-TENDER No. GAD/04/2019

APPENDIX - V

**“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN
& PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA 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/04/2019

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 AND, 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 Demand Draft/ Bankers’ Cheque 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. Canteen 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. Appendix -VI Proforma for GST details
16. Appendix-VII (Compliance With Statutory Requirements)

(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.

PROFORMA FOR GST DETAILS**APPENDIX -VI**

Sr No	Particular	Mormugao Port Trust	Data Required
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	facao@mptgoa.gov.in anant.chodnekar@mptgoa.gov.in	

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

Place
Date

Signature
(Name: _____)

**COMPLIANCE OF STATUTORY REQUIREMENTS BY THE CONTRACTORS
(duly filled in format to be submitted after placement of work order)**

1. Name of the work : _____
2. Name of the contractor and address : _____
3. Ref. No. & date of Work Order: _____
4. Value of the work awarded: _____
5. Date of commencement of work: _____
6. Scheduled date of completion: _____
7. Maximum number of workers the contractor proposed to engage on any day during the execution of the work: _____
8. Whether contractor is engaging any Migrant Workmen (i.e. from other than the State of Goa)

Yes	No
-----	----

 - a) If yes, whether the contractor has obtained licence under the Inter State Migrant Workmen (R.E.C.S.), Act, 1979.

No.	_____
Date	_____

 - (i) If yes, quote ref. No. and date: _____
 - (ii) If no, record reasons: _____
9. Whether registration under ESI Act has been obtained?

Yes	No
-----	----

 - a) If yes, quote Reg. No. & dt.:

No.	_____
Date	_____
 - b) If no, record reasons: _____
10. Whether registration under PF Act has been obtained?

Yes	No
-----	----

 - a) If yes, quote Reg. No. & dt.:

No.	_____
Date	_____
 - b) If no, record reasons _____
11. Any Other relevant information/ remarks: _____

Date: _____

(SIGNATURE & SEAL OF THE CONTRACTOR)

NOTE :

(i) As per Contract Labour Act, the contractor has to keep necessary record/Register in respect of daily deployment of labour category wise and wage register for wages distributed/to be distributed to produce the same to the Labour Inspector when he inspects the work at site.

(ii) The Contractor has to also display notices indicating the rate of wages, hours of work, wage period and date of payment. A copy of such notices will have to be sent to the authorities concerned in state or Central Govt. and to the Secretary/MPT. The payment/disbursement of wages would be made in the presence of authorized representative of this department with prior notice and arrangements.

“CONTRACT FOR RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT HEADLAND SADA for a period of three years”

CHECKLIST FOR FURNISHING SCANNED DOCUMENTS

Sr. No	Description	Tick mark if attached
1.	Tender Cost (copy of UTR/DD)	
2.	Earnest Money Deposit (EMD) (copy of UTR/DD)	
3.	Registration Certificate issued by Competent Authority <i>(for private hotel/restaurant owners and caterers)</i>	
4.	Work Order copies	
5.	Completion Certificates with performance	
6.	Financial turnover & P/L Account and Balance Sheet	
7.	Solvency Certificate issued by Bank	
8.	Entire Tender document, each page and form duly signed and filled in	
9.	Form of Tender	
10.	Appendix-I	
11.	Qualification and Experience of leading employees of the firm. (Appendix – II)	
12.	Proforma of execution of similar works (Appendix – III)	
13.	Vendor Registration Form (Appendix-IV)	
14.	Declaration Form (Appendix-V)	
15.	Proforma for GST details (Appendix –VI)	
16.	Bank Details	
17.	Copies of GST Registration Certificate, PAN, EPF registration and ESI registration number	



An ISO 9001 : 2015 Port
ISPS CODE Compliant

**MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT**

e- TENDER No. GAD/04/2019

Tender notice no.: GAD/WO/2-D MAIN A.O. BLDG. CANTEEN/2019

e- TENDER FOR

(Cover No: 2)

**“CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN &
PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA.”**



An ISO 9001 : 2015 Port
ISPS CODE Compliant

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

e- TENDER No. GAD/04/2019

“FINANCIAL BID”

(BOQ)

FOR

“CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN &
PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA.”

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

E-TENDER No. GAD/04/2019

“CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN &
PROVIDING OF ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE
OFFICE CANTEEN AT HEADLAND SADA.”

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/04/2019

“CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF
ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT
HEADLAND SADA.”

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

Notes: (a) The tenderer shall quote the amount of lump-sum charges per month exclusive of GST. He is expected to run the Canteen as per the tender conditions. The Price Bid to be submitted along with the tender document. The amount per month will be disbursed to the Contractor every month on production of documents, i.e. PAN No., copy of wage register, copy of Muster roll, copy of EPF/ ECR challan ESI Copy etc.

(b) Rate should be quoted 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).

(d) The successful bidder will be eligible for lump-sum amount per month. The bill will not be processed for payment, if the above requirements are not adhered to

(c) To be quoted in amount only, not in percentage and shall not vary.

(d) Minimum statutory Bonus payable to labourers under relevant provisions of Payment of Bonus Act, 1965 shall be payable by the Agency.

(e) The rate to be quoted in the enclosed forms in the price bid.

(f). 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):

(BOQ ONLY FOR VIEW)

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
TENDER NO. GAD/04/2019

Name of Work “ **CONTRACT FOR
“RUNNING OF INDUSTRIAL MAIN A.O. BUILDING CANTEEN & PROVIDING OF
ADDITIONAL CANTEEN SERVICES AT AXEN CIVIL SITE OFFICE CANTEEN AT
HEADLAND SADA.”**

SCHEDULE OF QUANTITIES OF RATES

SI/No	Particulars	Qty.	Unit	Total Amount in figures	Applicable GST (%)
1.	Monthly lump sum charges for running of <u>Main A.O. Bldg. Canteen & providing of additional canteen services at AXEN Civil Site Office Canteen at Headland Sada as per tender conditions.</u>	1	L.S		
	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):