



An ISO 9001:2015 Certified
ISPS Code Compliant Port

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.

QUOTATION NOTICE

QUOTATION NO. CE/Q- 41 /2017

Sealed quotations in single cover system are invited from registered/legal owners of properties for **“Hiring of a 3 BHK unfurnished house/bungalow for use as Office & Rest House within 3 kms from Panaji city on Leave and Licence basis”**.

Earnest Money Deposit : Rs. 10000/-

Time period for hiring of apartment : 3 years, extendable by further periods of 11 months at the discretion of the Port.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from 19/08/2017 to 04/09/2017 F.N. on application free of cost.

Quotation shall be accompanied by Earnest Money Deposit of Rs.10000/- either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Quotation without Earnest Money Deposit in the stipulated form will not be considered.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by 15.00 hours on 04/09 / 2017 and they will be opened at 15.30 hours on the same day in the presence of such quoters as may wish to be present.

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

Chief Engineer

Headland Sada.

Date :- 18/08/2017



An ISO 9001:2015 Certified
ISPS Code Compliant Port

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

Name of work: - “Hiring of a 3 BHK unfurnished house/bungalow for use as Office & Rest House within 3 kms from Panaji city on Leave and Licence basis”.

SPECIAL INSTRUCTIONS

1. The location of the premises to be hired shall be within 3 kms and close to Panjim city .The premises to be hired by the Port will be a 3 BHK unfurnished house/bungalow with one room to be used as Office and 2 as rest rooms.
2. There should be assured free parking spaces made available for at least two cars.
3. There should be proper electricity, water & sewerage connection;
4. The accommodation should have proper electrical fixtures such as switches power points etc;
5. The electricity & water charges as per actual consumption will be borne by Licensee.
6. Provision of lift is not essential.
7. The premises should have adequate toilet facilities
8. The space offered should be free from any liability, encumbrance and litigation with respect to its ownership, lease/renting and pending payments against the offered space;
9. The premises should have 24 hours running water supply for both drinking & utility facilities
10. The responsibility for payment of all taxes such as property tax ,Municipal tax and any other taxes imposed by the Government during licence period in connection with the property offered shall be of the Licensor .
11. The premises offered should have adequate security & fire safety measures installed as per the requirements.

12. The possession of the accommodation will be handed over to the Port within 03 days from the award of the order and rent shall be payable from date of possession.
13. The quotation will be acceptable only from original owner of the property. Mormugao Port will not pay any brokerage for the offered property.
14. Rates should be quoted in Indian Rupees only.
15. Quotations not conforming to the requirements as mentioned above shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
16. Quotations received late shall not be accepted. The Port shall not be responsible for any Quotation received late in this office due to postal delay.
17. The prices quoted by the Quoter shall hold good and firm at least for 03 months from the date of opening of the quotations and during the currency of the licence period.
18. All prices/rates quoted shall be inclusive of all taxes, duties, insurance, operation and maintenance cost etc.
19. The prices quoted shall however be exclusive of GST which will be paid extra by the Port if applicable.
20. After placing of Work Order, if the bidder cannot offer the premises then their EMD shall be forfeited.
21. No interest shall be allowed in the Earnest Money/Security Deposit deposited by the bidder.
22. MPT reserves the right to vacate the premises at any time by giving two months notice in writing without assigning any reason thereto. The Licensor shall not be entitled for any compensation by reason of such termination. The lease can be cancelled by either sides by giving 02 months notice.
23. MPT reserves the right to extend the licence period after expiry of initial contract period , at the increased rate of 5 % , with same

- terms and conditions by giving 15 days prior notice before expiry of the contract.
24. Watch and ward staff/caretakers deployed by MPT shall be paid by the Licensee.
 25. The Licensor shall submit bills in respect of the licenced premises in triplicate on calendar quarterly basis by 5th of succeeding month to the Estate Section. The normal terms of payment are 10 days from the day of receipt of bills completed in all respect by duly authorized representative of the Licensor.
 26. The Bill shall carry the following details:
 - a)Name of Bank
 - b) Branch
 - c) Bank Account No.
 - d) Copy of PAN No.
 - e) Service Tax Registration No.(If applicable)
 - f) Copy of the ESI / EPF paid challans.(as applicable)
 - g) MICR Code for Electronic Credit System.
 - h) IFSC Code
 27. The Board shall not be liable for or in respect of any damages or compensation payable at Law in respect or on consequence of any accident or injury to any workman or other person in the employment of the Licensor or any Sub-Contractor and the Licensor shall indemnify the Board against all such damages and compensation and against all claims demands proceedings cost charges and expenses whatsoever in respect thereof or in relation thereto.
 28. The Licensor shall indemnify the Board in the event of the Board being held liable to pay compensation for injury to any of the Licensor's servants or workmen under the Employees Compensation act. 1923, as amended from time to time whilst carrying out any maintenance work related to electrical, civil & water works.
 29. The Licence shall be interpreted and have effect in accordance with the Law of India and no suit or other proceeding relating to this

- Licence shall be filed or taken by the Licensor in any Court of Law except in the Court of Competent Jurisdiction in Goa.
30. The apartment shall be unfurnished, fully painted with standard living arrangements and electrical fixtures like geysers, mirrors, towel rails, cfl lamps, tubelights etc.
 31. The minimum area of the premises to be hired shall be not less than 175 sq. metres.
 32. Before signing of the Lease and Licence Agreement , inventory of all the furnishings shall be made and incorporated in the document.
 33. The Security Deposit shall be equivalent to 03 months rental and will be payable by the Port.
 34. Quoters are required to sign with date the Financial Bid and the form of quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.
 35. The Licensor will have to obtain necessary approval /permission from local authorities for using the premises for office cum residence on leave and licence basis as applicable.
 36. Maintenance painting shall be carried out by the Licensor at the end of the 3 year leave and licence period.
 37. The Licensee shall hand over the premises in good condition. Normal wera and tear is acceptable to the Licensor
 38. All routine maintenance of fixtures shall be carried out by the Licensee. Major maintenance/replacements shall be done by the Licensor
 39. The Licensor shall permit the Licensee to install the furniture and electrical fittings after handing over possession and the cost shall be borne by the Licensee
 40. The Licensor shall have no objection for minor modifications to the premises including maintaining a garden/landscape for which the cost will be borne by the Licensee

Name of the Organization : _____
Address (In Detail) : _____

Telephone Number : _____
E-Mail Id : _____
Permanent Account Number (PAN) : _____
Bank Name : _____
Bank Branch Address (In Detail) : _____

Bank Branch Code : _____
Bank Account Number : _____
Bank Account Type : _____
Magnetic Ink Character Recognizer (MICR) : _____
Tax Identification Number (TIN) : _____
Service Tax Registration Number : _____
Service Tax Registration Code : _____
CST Registration Number : _____
Employee Provident Fund (EPF) Registration Number : _____
Employee State Insurance Scheme (ESIS) Registration Number : _____
IFSC Code : _____



An ISO 9001:2015 Certified
ISPS Code Compliant Port

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: - “Hiring of a 3 BHK unfurnished house/bungalow for use as Office & Rest House within 3 kms from Panaji city on Leave and Licence basis”.

BRIEF

Mormugao Port Trust invites bids from legal owners of 3 bedded houses/bungalows for hiring the premises within 3 kms from Panjim city. The premises required shall be unfurnished with one room to be used as Office and two as rest rooms. The premises should have sufficient number of toilet facilities.



An ISO 9001:2015 Certified
ISPS Code Compliant Port

MORMUGAO PORT TRUST
ENGINEERING(CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-41/2017

Name of work: - **“Hiring of a 3 BHK unfurnished house/bungalow for use as Office & Rest House within 3 kms from Panaji city on Leave and Licence basis”**.

Details of features/facility provided for premises

1. Name & address of the legal owner/power of attorney holder of the premises to be given on hire:
2. Name of the building/premises:
3. Address/location of the premises:
4. Total floor area offered:
5. Number of rooms:
6. Number of vehicle parking:
7. House No. of the premises:
8. Whether lift is provided:
9. Number of toilets provided:
10. Whether running water available round the clock
11. Number of geysers provided in bed rooms:
12. Whether electrical installations & fittings & power plugs , switches ,fans etc are provided or not:
13. The period and time when the said accommodation can be made available for

occupation after approval by the Port:

14. Specify the period for which the property is offered for hire with provision of extension:

15. Is the space offered for hire free from any liability & litigation with respect to its ownership, lease/renting and there should be no pending payments against the same:

16. Does the premises/society have sufficient security in terms of watch & ward:

17. Any other aspect which the party may like to mention:

Note: The above proforma to be filled by the quoter.

Declaration:

- i) I/we have read and understood the detailed terms & conditions as mentioned and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars of the premises etc as furnished by me/us are true and correct as per my/our knowledge & belief and in event of any of the above, I/We shall be liable to such consequences/lawful action as the Port wish to take.

Name, Signature & Seal of legal owner/power of attorney holder:

Address : _____

Place: _____ Date: _____



An ISO 9001:2015 Certified
ISPS Code Compliant Port

MORMUGAO PORT TRUST
ENGINEERING(CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-41/2017

Name of work: - “Hiring of a 3 BHK unfurnished house/bungalow for use as Office & Rest House within 3 kms from Panaji city on Leave and Licence basis”.

FINANCIAL BID

Sl. No.	General Information	Total area (sq.metre)	Rate per Sq.metre	Total monthly rent
A.	Rates offered for hiring out of 3 bedded house/bungalows Carpet area (including all municipal taxes, cess or any other taxes but excluding service tax). The electricity & water charges as per actual consumption will be borne by the Port.			

Total amount per month(in figures):_____

Total amount per month (in words):_____

**Signature of the legal owner/power of attorney holder
of the premises**

Name : -

Address:-

Contact No.:- Mobile:-

Landline: -

Date:-

Place:-

