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ISPS CODE Compliant

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING MECHANICAL DEPARTMENT

e-TENDER No. MM/08/0034

e- TENDER FOR

“Supply of LED Tubelights 18/20W suitable for G13 fixtures”

THROUGH e-TENDER ON WEB SITE

www.tenderwizard.com/MPT

Due at 1100 hrs on. 25.05.2017

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING MECHANICAL DEPARTMENT

NOTICE INVITING ONLINE TENDER (NIOT)

Details about tender:

Tender inviting	MATERIALS MANAGER, MORMUGAO PORT TRUST	
e - Tender No.	MM/08/0034	
Name of Work	<u>Supply of LED Tubelights 18/20W suitable for G13 fixtures</u> <u>Brands: Bajaj/ Philips/ Crompton Greaves/ GE/ Wipro</u>	
Estimated Cost (INR)	Rs. 4.16 Lakhs	
Bidding Type	Open (<i>eTender Mode Only</i>)	
Tender Currency Settings	Indian Rupee (INR)	
Tender Cost	NIL	Mode of Payment : e-Payment Only
EMD Cost	Rs. 8000.00	
Transaction fees (Processing fees payable by each Tenderer)	(Rs. 8000/- will be paid by MPT to M/s Keonics)	
Payment of EMD	<p>The EMD shall be paid in e-payment mode only. For exemption of EMD, the Certificate from SSI/MSME/NSIC or any empowered Central/State Govt. Authority shall be submitted in electronic format (by scanning) while uploading the bid.</p> <p>Mode of Payment towards Tender Cost to be paid online through e-Payment mode before due date via :</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 ITG available on e-tender website and make its payment through any of their Bank. ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay. iii. Net Banking: Payment can be made through the Internet Banking of Any Bank. <p>Note: Any Payments made through NEFT/RTGS will take 24 hours for its</p>	

	<i>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.</i>
Security Deposit	5 % of the contract value to be furnished within 14 days of placement of order/LOA. The security deposit will be refunded on completion of supplies.
Performance Guarantee	10% of the contract value to be furnished by bank Guarantee valid for 15 months from the date of supply.
Validity Period of tender	120 days from the date of opening.
Qualifying Criteria	<p>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</p> <p>The Tenderer should have experience in ‘Similar’ supplies during last 2 years ending last day of month previous to the one in which tender is invited should be either of the following:-</p> <p>a) One similar completed work of order value not less than Rs. 3,32,000/- (or)</p> <p>b) Two similar completed works of contract value not less than Rs. 2,00,000/- each. (or)</p> <p>c) Three similar completed works of contract value not less than Rs. 1,66,000/- each .</p> <p>The Tenderer shall enclose work order copies for the similar works completed. ‘SIMILAR’ supplies – means supply of LED Tubelights, LED Lamps or LED fittings.</p>
Last Date & Time for Receipt of Bids	25/05/2017 @ 1500 Hrs.
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened on 25/05/2017 @ 1530 hrs. Date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid.
Bid Validity	120 days from the last date fixed for receiving the tender.
Online Documents required to be submitted by scanning	a. Copy of documents viz. Work Orders. b. Entire Tender document, each page and form duly signed and filled in.
Address for communication:	Materials Manager, A.O. Bldg., 2nd floor, Mormugao Port Trust, Headland Sada - 403804
Contact Details	For Tender related queries:

	Phone :08322594501; Email : mm@mptgoa.com For e-Tendering related queries: E-Tender Help Desk, 3rd Floor, IT-HUB Opp. Govt. ITI, Altinho Panaji, Goa - 403001 www.tenderwizard.com/MPT Ambasa - 09686196764 Harish K. B. - 09686115318 DilipPai B. – 08888636107 Email: mptetender@gmail.com
Website	www.tenderwizard.com/MPT

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 alterations additions, except those to comply with instructions issued by Port.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. Bidders to follow the following procedure to submit the bids online through the e-tender site www.tenderwizard.com/MPT
2. Bidder should do the registration in the tender site using the '[Vendor Registration](#)' link available on home page.
3. Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
4. Bidder can use 'Document Library' menu to upload technical documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
5. Bidder may get the tenders published documents in 'Tender free view' link in home page and download the required documents/tender schedules by free of cost for read only.
6. Bidder then login into the site using the secured log in by giving the user id/password chosen during registration and password of the DSC/e-token.
7. Only one DSC should be used for a bidder and should not be misused by others.

8. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
9. If there are any clarifications, this may be obtained using clarifications or during the pre-bid meeting. Bidder should take into account of the Addendum/Corrigendum's published before submitting the bids online.
10. Bidder must fill the bid documents to be submitted as indicated in the tender schedule and they should be use the uploaded format in website.
11. Bidder should prepare the EMD and it shall be paid through e-payment mode.

To claim exemption from EMD, exemption Certificate from SSI/MSME/NSIC or any empowered Central/State Govt. Authority shall be submitted in electronic format (by scanning) while uploading the bid.

However, either a Soft copy (scanned copy) or Hard copy of EMD/ EMD Exemption Certificate from SSI/MSME/NSIC or any empowered Central/State Govt. Authority&also e-payment of Tender Fee shall confirm the opening of the Technical Bid of the respective firms.
12. Bidder selects the tender which he is interested using Tender search option initially the tender will be available in vendor unapplied stage.
13. From vendor unapplied stage Bidder has to request the tender document by clicking on Request tender form level-1 icon.
14. After requested for the tender, same will move to vendor In progress.
15. The bidder has to select 'Edit Attachment Level 1' icon under action menu of particular tender.
16. The Bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.
17. The vendor has to quote the rates in provided excel sheet (BOQ) by filling the highlighted in blue color cells and should be updated. The BOQ document, if found modified by the bidder, his bid will be rejected.
18. The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no. & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
19. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
21. For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference.
22. Bidder should log into the site well in advance for bid submission so that he submits the bid in time (i.e.) on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
23. Each documents to be uploaded online for the tenders should be less than 5 MB. And BOQ and Technical bid should be less than 2 MB. If any document is more than 5 MB, it can be reduced by scanning at low resolution and the same can be uploaded.

24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidder should follow this time during bid submission.
25. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
27. Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
28. Tenderer is required to submit their tender through online in the form of Two cover system on or before due date of closing time. The tender received after the due date and time will not be entertained.

Tender Document can be submitted online only in the designated two cover system on the e-tender website www.tenderwizard.com/MPT on or before the due date and time.

Tenderer should submit the tender as per specification indicated in BOQ and accordance with the instructions to Tenderers, Tender Information Sheet, General Conditions of Contract and Special Conditions of Contract, etc.

29. Technical and Commercial bid(Cover-I) : The tenderer shall upload in the e-portal website, in the form of scanned copy, documents required as per Pre Qualification Criteria, Test of Responsiveness and other Appendix (Form of Tender, Annual Financial turnover, Power of Attorney etc.) as specified in the Tender.
30. Price Bid (BOQ) –(cover-II) : Price should be quoted in Online “BOQ”. Price should be quoted in a spread sheet file (.xls format) available in e- tender portal only. Any indication of ‘Quoted price’ in the online technical bid documents shall be lead to rejection of the bid outright. For evaluation purpose, the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-tender mode only will be taken up for the purpose for evaluation.
31. Other conditions:
 - a. There are no significant inconsistencies between the proposal and the supporting documents.
 - b. The Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.
 - c. The Port Trust would have the right to seek clarification on Techno- commercial conditions wherever necessary.
 - d. Since the tender involves selection based on pre-qualification criteria and technical specification, the Materials Manager will examine and seek clarification if any and list out the firms, which are found technically suitable and Cover – II Price Bid of such tenders only will be opened and EMD will be returned to the disqualified tenderers.
 - e. The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified time and date.

TECHNICAL SPECIFICATIONS

Sr. No.	P.L. No	New Description Of the item	Quantity
1	08.04.4420	18/20W LED tube light suitable for G13 fixture Make: Bajaj / Philips /Crompton Greaves / GE / Wipro	700 nos

Note: 1. The materials to be supplied should conform to the above specifications and to IS standards. The brands of all the materials to be supplied shall be as per above approved brands only. The details such as brands, specifications, confirmation to relevant standards, catalogues shall be furnished.

2. The tenderers shall indicate the Guarantee/ Warranty period of item normally covered under Guarantee/Warranty in their offer. They shall furnish Guarantee/ Warranty certificate for the LED Tubelights along with the supplies.

MATERIALS MANAGER

TENDER NO.MM/08 /0034 DUE ON 25/05/2017**TERMS AND CONDITIONS**

1. Only tenderers who meet the pre-qualification criteria of the tender are eligible to quote for this tender.
2. **PRICES:** Prices quoted should be on F.O.R. destination basis inclusive of transit insurance indicating clearly the quantum of taxes and other charges whatsoever applicable. However, in case of any statutory revision in taxes, duties within the delivery period of supply order, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification.
3. **Taxes:** Please note that we do not issue 'C' or 'D' forms and as such full CST/VAT is applicable.
4. **Excise Duty:** The quantum of Excise duty applicable will not be considered for evaluation of the tender, wherever the Port is eligible for CENVAT credit. The manufacturers should confirm that they will produce the Tax invoice along with the supplies and in case of dealers, they should be registered with the Excise authorities and should confirm that they will produce Tax invoice in their own name to enable Port avail CENVAT credit. In case they are unable to provide Tax invoice as above, required by the Port to avail CENVAT credit, their offer will be evaluated including the Excise Duty component. Also, tenderers who agree to furnish Tax invoice as above in their offer but fail to produce the same at the time of supply, the amount towards Excise duty component will be deducted from their bill.
5. **Delivery:** The LED Tubelights are to be supplied within 6 weeks of receipt of order on 'Door delivery' basis to our Stores at Baina, Vasco- da- Gama, Goa duly insured at your cost. The materials are to be supplied from the latest manufactured batch.
6. **Packing:** The materials shall be duly packed to withstand the hazards of transportation.
7. **Inspection:** The material will be inspected by our Quality Control Officer on receipt at our Stores. Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects/quality, the supplier has to make his own arrangements at his cost to lift the rejected materials and to replace the same immediately.
8. **Payment:** Our payment shall be '100% payment within 30 days of receipt of material by ECS/EFT.

9. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to affect a Security deposit equal to 5% of the value of the Annual Rate Contract by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 18 months from the date of award of Annual Rate Contract. Please note that we do not accept Bank Guarantee issued by ICICI Bank.

10. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to . In the event of delay in supplies, Liquidated Damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of excise duty, taxes etc. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**

11. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

12. **JURISDICTION :** In case of any dispute the Jurisdiction will be GOA only.

MATERIALS MANAGER

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION

CONDITIONS OF CONTRACT

1 DEFINITIONS:-

- a) **PURCHASER** means* **MATERIALS MANAGER*** on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.
 - b) *** INSPECTION OFFICER*** means the person, firm or department nominated by the purchaser to inspect stores on his behalf.
 - c) ***CONTRACTOR *** means the person, firm or company whose tender is accepted.
1. **CONTRACT:-** This contract is for the supply of stores of the description at the rate in the quotations as and at the time and place detailed in the Schedule Order.
 2. **Delivery:** The contractor shall arrange deliveries of stores as detailed in supply order the time and place and the manner specified therein.
 3. **DELIVERY THE ESSENCE OF THE CONTRACT:** The time given for delivery or dispatch shall start from the date of receipt of order by the Contractor. The time for the date of delivery or dispatch stipulated in the Schedule/Order shall be deemed to be the essence of the contract. In the event of the Contractor failing to effect delivery in the manner aforesaid, the Purchaser shall be entitled to recover from Contractor as Liquidated Damages and not as penalty a sum not exceeding 1% of the price of stores which the Contractor has failed to deliver as aforesaid for every week or part thereof during which the Contractor shall delay to shall however not exceed 10% of the value of the materials ordered. If the Contractor shall delay to complete the supplies or installment thereof as provided in the Schedule/Order by a period greater than 8 (eight) week, the purchaser may without prejudice to his claim for Liquidated Damages, terminate the contract and shall be entitled to purchase elsewhere on the account and at the cost of the Contractor, the stores which the contract has failed to deliver and the Contractor shall be liable for any loss or damages which the Purchaser may sustain of such failure on the part of the Contractor.

If failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by Government Act of Legislation or other authority, accident, strike, riot, lockout, or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable found for an extension of time, the Purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might effect the performance of the contract within a reasonable time. Requests from extension received after expiry of the delivery schedule will not be entertained.

5. **INSPECTION NOTICE :** When inspection during manufacture or before delivery is required, notice in writing shall be sent by the Contractor to the Inspection Officer, when stores are ready for inspection and no stores shall be delivered until the inspection officer has certified that the stores have been approved by him.
6. **REMOVAL OF REJECTION:** When any stores delivered to the consignee are rejected at the consignee's depot on account of default on the part of the Contractor, they shall be removed by the

Contractor within 14 days from the date of intimation of rejection to the Contractor. In case in which a contract is placed for delivery F.O.R. station of dispatch, the rejected stores may be taken back by the supplier either at the consignee depot or at the station from which they were sent. In either of these cases, the Contractor elects to take back the stores at the station of dispatch, the goods shall be booked on account and risk of the Contractor.

7. **Payment:** - Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.
8. **The Administration reserves the right to accept plus or minus 10% of the quantities ordered.**
9. **The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.**

CONTRACTORS SIGNATURE

MATERIALS MANAGER

NOTE: The above format should be attached to your offer duly signed and stamped failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
TENDER FORM

To,

The Materials Manager
MORMUGAO PORT TRUST
Baina Vasco-da-Gama

I/we do hereby tender to supply and deliver to the Materials Manager of the description and quantity at the prices and in the manner detailed in the conditions of contract..

I/We agree if my /our tender if accepted in whole or in part to execute within 14 days of communication to me /us of such acceptance and agreement for the supply of such quantity as the Materials Manager may accept. I/we agree that our stamps, court fees and legal costs for the execution of the Agreement shall be borned by me/us.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 5% of the Materials for which the tender has been accepted.

I/We further agree if I/We shall decline to execute an agreement within 14 days of intimation to that effect, my/our tender may not be accepted and my/our tender deposit may be forfeited to the administration

Signature of the Contractor

Name:

Address:

Witness : 1.

2.

REMARKS : Kindly submit this form duly signed and stamped else your offer is liable to be rejected.

DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.

A. VENDOR DETAILS OF VENDOR

1.	Name of the Organisation	
2.	Address (in detail)	
3.	Telephone no.	
4.	E-mail ID	
5.	PAN No.	
6.	Tax Identification No. (TIN)	
7.	Service Tax Registration No.	
8.	Service Tax Registration Code	
9.	CST Registration No.	
10.	Employee Provident Fund (PPF)	
11.	Employee State Insurance Scheme (ESIC) Registration No.	

B. BANK DETAILS OF VENDORS.

1.	Bank Name	
2.	Bank Branch Address (in detail)	
3.	Bank Branch Code	
4.	Bank Account No.	
5.	Bank Account Type	
6.	Magnetic Ink Character Recognizer (MICR)	
7.	IFSC Code.	

MORMUGAO PORT TRUST

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

Sub:-Electronic Payment System Mandate Form.

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

Name of the Beneficiary	MORMUGAO PORT TRUST
Address of Beneficiary with PIN Code	Administrative Office Building, Headland Sada, GOA - 403804
PAN Number	AAALMO293P
Name & Mobile Number of responsible person	MILIND DESSAI / 9823082682 milind.desai@mptgoa.com
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
Beneficiary E-mail ID	cashmpt@mptgoa.com