



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE

QUOTATION NO. CE/Q-26/2020

Sealed Percentage rate quotations are invited from registered Contractors with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work “Cleaning of toilets of various office buildings at Baina for a period of one year”

| | |
|--------------------------|-----------------|
| Cost of quotation | : Rs.500/- |
| Earnest Money Deposit | : Rs.4610/- |
| Estimated cost of work | : Rs.2,30,508/- |
| Time limit of completion | : one year. |

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from 11.09.2020 to **18.09.2020** on payment free of cost. Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port Trust will be considered as part of Quotation Form.

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

Quotation shall be accompanied by Earnest Money Deposit of **Rs.4610/-** either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Valid exemption documents will be entertained for exemption from paying Quotation fee as well as EMD 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 **11.00** hours on **18.09.2020** and they will be opened at **11.30** 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.

Executive Engineer
(HR)

Headland Sada.
Date :- --11/09/2020.



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

Particulars

Clause of G.C.

| | | |
|----|--|--|
| 1. | Amount of security deposit and time. | EMD shall be converted into security Deposit till completion of defect liability period. |
| 2 | Period for commencement from the Chief Engineer's order to commence. | 1 days |
| 3 | Time of completion | 01 year |
| 4 | Amount of liquidated damages | Calculated at 0.5% value of the contract per week of seven days or part thereof subject to a ceiling of 5 % value of contract |
| 5 | Maintenance period. | N.A |
| 6 | Percentage of retention money from each running account bill. | 10 % from each running bill. The retention money recovered along with EMD will be released after successful completion of defect liability period. |
| 7 | Limit of Retention money | 10% |
| 8 | Minimum amount of Interim certificate. | Rs.50,000/- |

SIGNATURE OF THE QUOTER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/Q-26/2020

Name of Work Cleaning of toilets of various office buildings at Baina for a period of one year”

Form of tender

The Chief Engineer,
Mormugao Port Trust.
Headland, Sada, Goa

I/We _____ hereby
Cleaning of toilets of various office buildings at Baina for a period of one year”in strict accordance with the Instructions to Tenderers, General Conditions of Contract, Specifications etc. at the Percentage Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake to complete the work included in the Schedule of Quantities & Rates within 01 year from the date of release of site/work order. I/We also agree that this tender will remain open for acceptance 120 days from the date of opening the quotation. 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.

3. I/We send herewith a sum of **Rs.4610/- (Rupees four thousand six hundred ten only)** as a deposit or earnest money 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 & Rates attached to this tender.

5. I/We also agree, if awarded the contract, that the Earnest Money lodged with this tender will be retained by the Board of Trustees towards Security Deposit .

6. I/we agree to abide by this tender to be valid for the period of 120 days from the date fixed for opening the same and it shall remain

binding upon me/us and may be accepted any time before the expiration of that period.

7./We have inspected the site and I am / we are fully aware of the work to be carried out while tendering for the contract.

8. We agree that 1st & final bill for the work to be cleared by the Port often successful completion of testing.

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.

10. I have read and understood the General conditions and specifications of the work which are printed in Volume-I supplied to me by the Department which will form a part of tender and shall remain binding on me/us.

11. The name and address of our Banker is **

| | |
|--------------------------|-------------------------|
| Witnesses | Tenderer's |
| Signature : _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Address : _____ | Address: _____ |
| Tel. No.: _____ | Tel.No.: _____ |
| Mobile No: _____ | MobileNo.: _____ |
| Date : _____ | Date _____ |

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

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



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QUOTATION NO. CE/Q -26/2020

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

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All testing instruments bought for use shall be stored properly in a store room at contractor's risk. Register of account of materials be maintained at site.
3. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
4. Quoters are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the quotation. They are also advised to inspect the site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the quotation.
5. Quoters are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.

6. Measurements

The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work and there is no claim will be entertained in case of any variation in the quantity. Payments will be made according to the actual quantities of work ordered and carried out, jointly measured by the representative of Chief Engineer and the contractor payments will be made as per the item unit rate basis for the entire work. However, in case of defects/ improper execution of work, penalty will be imposed in the final bill amount payable upon approval of competent Authority.

7. Rates and Prices to be inclusive.

Rates is inclusive of all testing instruments, which calibration certificate are within the valid period. All the safety measures to be followed by the person engaged for testing.

8. Method of Measurement

General

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

9. The quotations will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.
10. Time is the essence of contract and the entire work should be completed within a period of **one year** as specified in the schedule. The Quoter shall also submit detailed programme for the timely completion of work giving details of skilled labour/material supply/plant, machinery, safety equipments, ropes, crane etc. taking into account the limited time schedule provided.
11. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
12. If the work has to be carried out beyond normal working hours and during night time approval in advance for the working has to be obtained from the Chief Engineer. `
13. It shall be specifically noted that the contractor is expected to mobilize the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
14. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site as follows:-
 - a) All temporary electric supply connections will be carried out with correct sizes of wires/cables and fuses and other safety devices as required under Electricity Rules in consultation with us.
 - b) One bucket full of water and sand shall be kept at the work spot. A Portable fire extinguisher shall also be kept at the work spot.
15. Quotations with conditions will be out rightly rejected.
16. The Quoter shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.

17. Any damage to the property of Port during execution of this work should be made good free of cost or compensated by the contractor.
18. After completion of days work/contract period the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
19. Contractor has to take care of any electrical or telephone cables. Any damage to MPT property will have to make good by the contractor free of cost.
20. The contractor and his workers /agents shall be required to obtain from MPT and display a Photo Identity Card during entry, stay and exit from the Port Security areas guarded by CISF personnel`
21. All applications for issuance of Photo Identity Card shall be Routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department section will issue the Photo Identity Card to the contractor his agent free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
22. Tenderers who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME may be eligible for exemption from payment of EMD and tender/quotation fee. They are required to submit documentary proof of such registration along with the offer, as detailed in Instructions to Tenders, for claiming the available exemptions.
23. **Security Deposit**
Security Deposit shall be refunded to the contractor only after successful completion of all kinds of tests. 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.
24. ***"The bidder shall quote the price exclusive of GST.Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods /Services in the price bid"***

25. **a. Security Deposit:** EMD deposited along with the tender will be Converted as Security deposit
- b. Refund of Security deposit and Retention money:** S.D shall be refunded only after successful completion of defect liability period specified
26. Unregistered Venders under **GST** has to submit Declaration that GST is not applicable to them, due to turnover of their firm being less than 20 Lakhs.
27. Tax deductions shall be as follows;
- a) The TDS will be deducted @ of 2% of value of supply of goods or services.
 - b) The TDS provision will apply for supply of goods and services under a contract value exceeding 2,50,000/-
 - c) The Port will deduct the TDS from the payment made to contractors

28. SCOPE OF WORK

Cleaning of toilets and floor/ urinals as described in the Bill of Quantities



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BILL OF QUANTITIES

Name of Work: Cleaning of toilets of various office buildings at Baina for a period of one year”

QUOTATION NO. CE/Q -26/2020

| Item No. | Description of Work | Unit of Qty | QTY | Rate | | Total Amount | |
|----------|--|-------------|-------|------------|-----|----------------|-----|
| | | | | Rs | Ps. | Rs | Ps. |
| 1 | Cleaning of toilets and floors, urinals and floors, washbasins, drinking water points of workshop, MM"s office Ground floor, AXEN(VSG Office, old Loco shed rest room, AXEN(RLY)office and Port Institute on daily basis between 8:00hrs to 13:00hrs and 14:00hrs to 17:00hrs) cleaning the floors of the above office premise, including staircase & passage by sweeping/mopping etc.as detailed in scope of work using black phenol, scrubbing using Vim/Sani fresh including removal of stains using Hydrochloric acid putting minimum 2nos of Naphthalene balls in the urinals and 2nos in washbasin, removal of cobwebs .Cleaning of windows, ventilators glass panes doors ,grills, staircase railing etc. Cleaning of the drinking water points centers & wash places cum water points by using detergent powder powders like Vim/Biz Harpic. Including All T&P,L& P etc complete.(Deploying minimum one worker). | month | 12.00 | 1,92,09.00 | | Rs.2,30,508.00 | |

TOTAL AMOUNT OF TENDER ="M" (excl. GST but incl. all other taxes)= Rs. 2,30,508.00

ADD _____ % (In Figures)

In words _____

Amount in (figures) = "N" _____

In words _____

Amount "M"+"N" = Rs. _____

Rupees _____

OR

DEDUCT _____ % (In Figures)

In words _____

Amount in (figures) = "O" _____

In words _____

Amount "M"-"O" = Rs. _____

Rupees _____

SCORE OUT EITHER "ADD" OR "DEDUCT" AS THE CASE MAY BE "

TOTAL AMOUNT OF TENDER (excl. GST but incl. all other taxes)

Rs. (In figures) _____

Rs. (In words) _____

It is certified that I/we have read and understood the unit rates on which we have quoted the percentage excess/ less.

Name and Address of the Tenderer

Signature

