



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-04/2019

Sealed percentage rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the Work of “**Maintenance and upkeep of garden in MRH -7B, MRH-7C, MRH-4 & Officers club for the period of one year (2019-2020).**”

Cost of quotation	: Rs.500/-
Earnest Money Deposit	: Rs.4052/-
Estimated cost of work	: Rs.202584/-
Time limit of completion	: (12) Twelve months (including monsoon)

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from. **08/01/2019 to 14/01/2019**, on payment of **Rs.500/-**-(Rupees Five Hundred only) 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 quotation. 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.4052/- 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.

The interested firms may alternatively download the Tender Document from the Mormugao Port Trust **web site** <http://www.mptgoa.com>. The downloading of the Tender Documents shall be carried out strictly as provided on website.

No editing, addition/deletion of matter shall be permitted. If such action is observed at any stage, such offer is liable for outright rejection.

A printed set vol-I issued to the contractor contains instructions to the Tenderers, General and Special Conditions of Contract, General specifications forms an integral part of the Tender Documents.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by **15.00** hours on **14 /01/2019**, 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 :-



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO. CE/Q-04/2019

APPENDIX – I

Name of work: “Maintenance and upkeep of garden in MRH -7B, MRH-7C, MRH-4 & Officers club for the period of one year (2019-2020).”

Particulars		Clause of G.C.	
S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD will be retained as Security till the Maintenance period is successfully completed
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	3 days
3.	Time of Completion	-----	12 (Twelve) Months (including monsoon)
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Free Period of maintenance.	-----	Nil
6.	Percentage of retention from each running account bill	-----	10%.of work done For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract recovered from the running bills
9.	Minimum amount of interim Certificate.	-----	Rs.60,000/-
10.	Time within which payment to be made after contractor’s submission of the bill.	54(1)	100% payment within 5 days of submission of undisputed joint measurement recorded

			bill and in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.
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SIGNATURE OF THE QUOTER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-04/2018

Name of work: "Maintenance and upkeep of garden in MRH -7B, MRH-7C, MRH-4 & Officers club for the period of one year (2019-2020)."

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. 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.
3. Quoters are strongly advised to inspect the site and acquaints themselves with the site condition and quantum of work involved etc. before tendering. Please note that the area is to be properly maintained and inspection can be arranged in consultation with Executive Engineer –AC Tel.No; 2594610 or Asst.Engineer –AC Tel no.2594629
4. 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.

5. 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. 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.

6. Rates and Prices to be inclusive.

The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, excluding GST etc. if any, for compliance with conditions of contract and specification. The GST will be paid extra as applicable which shall be claimed along with the bill.

7. The specifications are intended to cover the execution of all works, necessary to complete the works, with all materials of accepted standards, as specified in the contract.

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 quoters 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 in within a period of **(12) Twelve Months (including Monsoon)** as specified in the schedule. The Quoter shall also submit detailed programme for the timely completion of work giving details of gangs/labour/material supply/plant and machinery 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. The contractor shall insure all tools and accessories to workers employed by him during execution of work and submit necessary insurance policies to the Department.
13. Permission for working beyond the normal working hours of the Port or On Sundays and Public Holidays as stipulated under clause No. 42 of General Conditions of Contract, (in the printed booklet) in volume-I of The Tender document will be given to the contractor subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port`s Supervisory staff.

14. It shall be specifically noted that the contractor is expected to mobilise the required equipment's and work force required to complete the entire work included in the contract well within the stipulated period.
15. 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.
16. Quotations with conditions will be out rightly rejected.
18. Proper and satisfactory maintenance and up-keep of garden and land escaped area including all lawns, plants, tree etc. Within the specified premises is the essence of the contract and no lets down will be permitted Failure to fulfil this condition of satisfactory maintenance will attract non – payment /reduced payment of price quoted on proportionate basis and this may even lead to termination of the contract .The decision the chief engineer is final and binding.
19. Water required for the regular watering and maintenance of the garden Will be supplied by the ports to the EXTENT POSSIBLE free of cost .The contractor must make judicious use of water. All arrangement including the hose pipes ,sprinklers ,storage tanks etc. as may be required shall have to be arranged by the contractor at his cost. Watering shall be done daily in the early hours in the morning before 9.00 hrs. .and in the evening after 16.00 hrs.
20. Water is supplied to the garden to limited time as per days scheduled Programmed, contractor shall make arrangement to provide storage Facilities at his cost to store water for days requirement as and when released .
21. The contrcators shall have to arrange all tools and plants and other stock item viz Bamboo, Hessian clothes,pick-axe,Gamela,spade etc. required for the proper development and maintenance of garden features. Repair cost of tools and plant items shall be borne by the

contractor and nothing shall be paid extra on this account.

22. Unless otherwise specified elsewhere in the tender, the execution of the WORK may entail working in the monsoon also. The CONTRACTOR must maintain a minimum labour force as may be required for the job and plan and execute the schedule works. No extra rate will be considered for such work in monsoon. During monsoon and other period, it shall be the responsibility of the CONTRACTOR to keep the construction work site free from water, weeds and unwanted growth of plants at his own cost.
23. Weeding out in the existing garden to be completed initially within a period of one month & thereafter regular weeding out has to be maintained.
24. Immediately after the contract is executed/the work order is issued the Engineer-In-charge and the Contractor shall agree upon detail garden maintenance progress schedule month by month basis prepared as per the maintenance schedule specified by the Department.
25. Any damage to the Port property caused during the maintenance operation shall be made good or compensated by the contractor.
26. After completion of days' work/contract period the contractors shall lean, clear the work site to the satisfaction of the Chief Engineer or his site representative .
27. Daily labour shall report 8.00hrs to 12.00hrs and 14.00hrs to 18.00hrs. except on specified holidays and Sundays and take up the Gardening work. The contractor shall also ensure that all the workers are effectively work and coordinated in the day to day work. The Contractor shall deploy his representative/ supervisor to act as an Interface between him and the officer-in-charge on behalf of MPT, for effective dispensation of the services envisaged under the contract and shall be available at the site as per requirement along with the site order book.
28. The muster roll for the labourers attending for work shall be maintained at site indicating the name of workers. Contractor shall direct all his labour to either to sign or put thumb impression or mark "P" on muster roll every day). Daily submission of attendance record/ muster Roll of staff on garden maintenance_work duly counter signed by JE to AXEN(AOB) is must for this contract and failure to do so will be treated as labour not engaged /absent on work.
29. The contractor should deploy the minimum number of persons per day as specified and in case of absence of any staff he should ensure that

requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements incase of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations.

30. In case the contractor deploys less number of manpower than what is specified in the contract, recovery shall be made @ 1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.
- 31). The labour posted by the Contractor should be able to take instructions from the concerned departmental staff to work at any other locations shown in the MPT areas as required.
- 32). The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer concerned, for the decision, which shall be final and binding.
- 33). If the maintenance is not carried out satisfactorily for the gardens or if the labourers are not following the instructions, proportionate deduction in the rate will be effected in the bill for non-maintenance of garden, remedial action including reduction of payment on pro-rata basis shall taken from contractors running account bills and if continued the same the Contract shall be liable for termination.
- 34). Seasonal plants are to be planted in consultation with the Chief Engineer or his Representative.
- 35). 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.
- 36). All applications for issuance of Photo Identity cards shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agents at free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
- 37). The quoter should comply with all regulations of EPF,ESI etc.No.bill will be forwarded if the above regulation are not followed.
- 38). 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.

39. The following are the designated holidays are considered for this contract. **1).** Republic day-26th January 2). May day 1st May
3). Independence day 15th August 4) Ganesh Chaturthi 1st day
5) Christmas 25th December
- 40). ***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***
41. **a. Security Deposit:** EMD deposited along with the tender will be Converted as Security deposit
b. Retention money: Retention money shall be deducted from reach Running account bill at 10 % of gross value of work done to the Limits of 10 % of contract value.
c. Refund of Security deposit and Retention money: S.D and Retention money shall be refunded only after successful Completion of Defect liabilities period (Free Maintenance period) if Applicable.
- 42). 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.

Chief Engineer



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ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO: CE/Q-04/2019

Name of work:“Maintenance and upkeep of garden in MRH -7B, MRH-7C, MRH-4 & Officers club for the period of one year (2019-2020).”

SCOPE OF WORK

The work put to the tender broadly comprise of the following.

1).Maintenance and upkeep of garden comprising of lawns, ground covers, all type of trees, shrubs, creepers, flowerbeds, hedges, ground covers, potted plants etc. by carrying out the following regular horticulture maintenance activities like mowing the lawns, putting fertilizer/manure, watering, weeding out, cleaning ,preparation of flower beds, planting of seasonal plants and replacement of perennial plants, shrubs, trees, ground covers , potted plants, replacing spoiled patches of lawns, hedges with fresh available grass, plants and shrubs as directed or supplied free of cost by the department, top dressing of lawn with good earth and manure etc. ready for planting of new lawns, running and trimming of trees, shrubs, creepers, including light garden sweeping and cleaning of road ,water fountains, path way inside and outside boundary wall at south eastern side including collection and disposal of swept materials ,fallen leaves ,branches of trees cut grass in a eco-friendly manners as directed by the officer in charge beyond a lead of 500 metres. All labours and, materials tools and plants etc. Complete. Daily removal of fallen dry leaves / trees in the garden area, sweeping &Minimum no of garden staff to be engaged per day

(i) Mazdoor:-1No.

(ii)

Soil and manure required for planting new plants shall be supplied by the department.

Note -2 days in a week to work in all three gardens i.e. .MRH7B, 7C &Officer club/MRH -4 garden..

CHIEF ENGINEER



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ENGINEERING (CIVIL) DEPARTMENT
Quotation No:- CE/Q-04/2019

Name of work:“Maintenance and upkeep of garden in MRH-7B, MRH-7C, MRH-4 & Officers club for the period of one year (2019-2020).”

Sr. No.	Description of work	Approx . Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount (RS)
1.	2	3.	4.	5. 6.	7.
1.	Maintenance and upkeep of garden in MRH 7B,7C & Officer’s Club , comprising of lawns, ground covers, all type of fruit bearing trees, shrubs, creepers, flowerbeds, hedges, ground covers, potted plants etc. by carrying out the following horticulture maintenance activities like mowing the lawns, putting fertilizer/manure, watering, weeding out, cleaning ,preparation of flower beds, planting of seasonal plants and replacement of perennial plants, shrubs, trees, ground covers , potted plants, replacing spoiled patches of lawns, hedges with fresh available grass, plants and shrubs as directed or supplied free of cost by the department, top dressing of lawn with good earth and manure etc. ready for planting of new lawns, running and trimming of trees, shrubs, creepers, including light garden sweeping, daily removal of fallen dry leaves / trees in the garden area, sweeping &Minimum no of garden staff to be engaged per day (i)Mazdoor:-1No.	12	Months	16882.00	202584.00

	(ii) Soil and manure required for planting new plants shall be supplied by the department.				
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Total (A) Rs.202584.00

TOTAL AMOUNT OF TENDER INCLUSIVE OF ALL TAXES (exclusive of GST) = "A"
= **Rs.202584.00**

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at "A" i.e Rs. _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

From the above amount at "A" i.e. Rs. _____

1. Total Quoted Tender Amount inclusive of all Taxes(except GST)
in Figure – Rs.

In Words Rupees _____

_____ Only.

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

NOTES:

1. Tenderers should score either "ADD "or "DEDUCT" as the case may be.
2. Tenderers are advised in their own interest to inspect the site before tendering.
3. The quantities given above in the schedule of Quantities and Rates are approximate and are furnished for the guidance of the tenderers.

Witness's: _____

Signature: _____

Name : _____

Tenderer's: _____

Signature: _____

Name: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

Date: _____

Mobile No: _____

Date: _____

Place:- _____
