



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.

QUOTATION NOTICE

QUOTATION NO. CE/Q -12 / 2020

Sealed item rate quotations in Two cover system are invited from registered/unregistered contractors having EPF No. /ESI No. and GST Registration No. for undertaking the work of **“Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022”.**

Earnest Money Deposit : Rs.1,900/-

Estimated cost of work : Rs.93,000/-

Contract period : 2 (Two) years

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from 28.04.2020 to 06.05.2020 free of cost. A printed set, 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.

Quotation shall be accompanied by Earnest Money Deposit of **Rs.1,900/-** 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.

The interested firms may alternatively download the Quotation from the Mormugao Port Trust web site <https://www.mptgoa.gov.in>. The downloading of the Quotation 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.

The original quotations to be submitted should be enclosed in as sealed cover and superscribed “Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022” and should be addressed to The Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland, Sada, Goa-Pin:403804.

Quotations to be submitted in the following prescribed covers:

a. Cover no. I containing:

(i) An EMD of Rs.1,900/- in the form of DD or cash and a cash Receipt obtained shall be enclosed.

Exemption for SSI and MSME units shall be applicable towards EMD as per the Govt. Guidelines. For exemption of EMD, the certificate from SSI/MSME registered with NSIC shall be enclosed.

(ii) Certificate of Registration with PF Commissioner

(iii) Certificate of Registration with ESI Authorities

(iv) G.S.T. Registration

b .Cover No. II containing duly filled BOQ and signed Quotation.

Cover No. I and II shall be sealed separately. If both are sealed in the same cover, the Quotations shall be treated invalid and such bid will not be opened.

Quotations duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by 15.00 hours on **06.05.2020** 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.

Cover No. I will be opened first. Cover No. II will be opened only of the bidders who have submitted all relevant documents in the Cover No. I (i.e. EMD, EPF, ESI and GST) on the same day. Both the covers Nos. I and II shall be stapled together to avoid misplacement.

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

DY.CHIEF ENGINEER

Headland Sada.

Date :-



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: CE/Q-12/2020 “Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022”.

Sr. No.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD to be converted to S.D.
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	Within 1 day from receipt of PO or as directed
3.	Contract period	-----	2 (Two) years
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.	-----	Not Applicable.
6.	Percentage of retention from each running account bill	-----	10%. 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.	-----	Accepted value for minimum three months
10.	Time within which payment to be made after contractor's submission of the bill.		100% payment within 20 days of recording measurements and submission of bill in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned with all supporting documents.

SIGNATURE OF THE QUOTER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: CE/Q-12/2020 “Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022”.

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 advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the tender. 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 tender.
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 service tax 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 tenders 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. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
11. The time is the essence of the contract and as such the entire works shall be completed within the stipulated time.
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. Overtime charges of the departmental supervisory staff has to be borne by the `Contractor`
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. The contractor shall be liable to pay compensation for any damage to the Port property or its premises caused during the maintenance operation by the contractor or his workers.
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. The contractor shall communicate in writing name of all his workers and submit the photo identity card ,name ,address ,phone/contact number of the person to be deployed to work in the garden along with his Power of Attorney letter .
20. 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.
21. 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`
22. 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, whose pass section will issue the Photo Identity Card to the contractor free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
23. The instruction given by the JE /Chief Engineers authorized Representative /Officer in charge shall have to be carried out promptly. In case of any difference of option or interpretation on the specification and conditions, the matter to be referred to the Chief Engineer, for the decision, which shall be final and binding.
24. The quoter should comply with all regulations of EPF, ESI etc. No bill will be forwarded if the above regulations are not followed.
25. Payment of wages to the workmen to be paid in their respective Bank account.
26. GST registration for the bidder is mandatory. Bidder has to enclose attested copy of **GST** Registration No. along with the Quotation. **GST** has to be claimed extra as applicable while submitting the Bill/bills.

27. ***“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”***
28. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 40 Lakhs.
29. The Vendor shall quote GST No. of MPT (30AAALM0293P1ZY) on all invoiced raised on Port. If vendor is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the Vendor.
30. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.

31. SECURITY DEPOSIT

- (i) EMD of Rs.1,900/- will be converted to Security Deposit.
- (ii) Besides Retention amount of 10% will be deducted from each bill subject to maximum of 10% contract value.
- (iii) The validity of the security deposit such retained will be up to the currency of the contract period.
- (iv) No interest will be allowed on the Security Deposit from the date of its receipt until it is refunded.
- (v) **Forfeiture of SD:** The security deposit will be forfeited , if the contractor fails to fulfill any or all the conditions of this contract, without any interference from it towards all rights of Board to recover from the contractor any other amounts falling due to the Board through non- observance/ compliance by the contract conditions and any of the clause thereof by the contractor.

DY. CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: CE/Q-12/2020 “Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022”.

SCOPE OF WORK:

Following services are to be provided under subject contract.

- (i) Rodent management services: This service will be carried out for controlling rat menace inside as well as outside the premises and safeguarding the important files, papers, boxes, cardboards, raw materials, etc. from rodents. This service shall be provided in the entire office premises inside the building area including office cabins, rooms, toilets, corridors, false ceiling and outside the building premises. The treatment shall be carried out by mechanical trapping approximate 40 rodent boxes or tunnels and 10 nos of glue pads per service and service operator will keep on changing their location/ position during each visit, including glue boards. Poison baiting to be used for outside area only. For providing services, the service operator of the contractor shall visit daily for changing and replacing the glue pads / bait stickers and used glue pads to be disposed off outside the building, etc.
- (ii) The contractor shall carry out 2 services in a month to control rats, mice and bandicoots etc. using adequate rodent traps with suitable fresh rodent eatable items, glue-boards inside offices of the building and poison baiting in outside infested area or as directed and ensure complete eradication of rodents.
- (iii) The contractor is responsible for disposing off all trapped rodents or rodent carcasses in an appropriate manner.

DY. CHIEF ENGINEER

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. **GST** Registration Number : _____
14. **GST** Registration Code : _____
15. CST Registration Number : _____
16. Employee Provident Fund (EPF) Registration Number : _____
17. Employee State Insurance Scheme (ESIS) Registration Number : _____
18. IFSC Code : _____

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	Provisional ID	30AAALM0293P1ZY	
10	GST No.	To be allotted	
11	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
12	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
13	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
14	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
15	Whether B2B or B2c (B= Business & C= Customer)	B2B	
16	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
17	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
18	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	
19	Central Excise Registration No.	--	
20	Service Tax Registration No.	AAALM0293PST0	

		01	
21	VAT - TIN	30181201096	
22	CST - TIN	V/CST/1683	
23	IEC	1706000073	
24	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	FA & CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.gov.i n anant.chodnekar@m ptgoa.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: _____)



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Quotation No. CE/Q -12 /2020

Name of work: “Rodent Control in Administrative Office Building, Headland, Sada for a period of two years 2020-2021 and 2021-2022”.

Schedule of Rates and Quantities

Item No.	Description of work	Unit	Aprx. Qty	Rate words	in	Rate fig.	in	Amount Rs. Ps.
1	<p>Providing services to control rats, mice and bandicoots etc. using adequate rodent traps with suitable fresh rodent eatable items glue-boards inside offices of the building and poison baiting in outside infested area or as directed with prepared food (Poison). This food should be chemical composition of Bromadiolone with other in gradients (Broken cereals, jaggery and paraffin wax) this baits will be placed in and around the infested area form complete eradication of rodent including all labour and material, tools & plant etc. complete.</p> <p>Frequency: Two operations in a month as directed.</p> <p>i) During each operation minimum 40 nos. traps and 10 nos. Glue board of bigger size will have to be provided.</p> <p>ii) Tracking service will be checked every 24 hours during population suppression and at reasonable interval during maintenance activities. The contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner.</p>	Month	24					
						Total=Rs		

TOTALAMOUNT IN FIGURES

Rs. _____

TOTAL AMOUNT IN WORDS (Rupees)

—

It is certified that I / We have written the unit rates in fig & words.

Signature of contractor :

Name & Address of the Contractor

Date : _____

Place: _____

