



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-37/2021

Sealed Percentage rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the Work of **“Cleaning of toilets and offices of various office building at Baina for a period of two years”,(2021-22 and 2022-23),**

Cost of quotation	: Rs. 500/- plus GST @18%
Earnest Money Deposit	: Exempted provided the bidders submit the Declaration form against bid security.
Estimated cost of work	: Rs. 4,67,832/-
Time limit of completion	: 24 (Twelve) months.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **02/08/2021 to 13/08/2021, Rs. 500/- plus GST @18%** 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.

The Earnest money (EMD) payable by the Bidder in respect of this tender is, **Exempted Provided the Bidder submits Declaration form against bid security** shall be furnished as part of its Tender. Tender without Declaration shall be treated invalid.

The interested firms may alternatively download the Tender Document from the Mormugao Port Trust **web site** <https://www.mptgoa.gov.in> 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 **13/08/2021**, 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 :-



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO. CE/Q 37/ 2021

Name of work: **“Cleaning of toilets and offices of various office building at Baina for a period of two years”,(2021-22 and 2022-23).**

APPENDIX – I

Sr. No.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	3% of the contract value, and to be release on completion of defect liability period.
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	Within 07 days from receipt of PO or as directed
3.	Contract period	-----	24 (Twenty Four) Months
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 %. of contract value.
7.	Limit of Retention Money	-----	5 % value of the contract.
8.	Total Security Deposit and Retention Money.	-----	8% value of the contract recovered from the running bills
9.	Minimum amount of interim Certificate.	-----	25,000/-
10.	Time within which payment to be made after contractor’s submission of the bill.	-----	100% payment within 20 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..

SIGNATURE OF THE QUOTER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/37/2021

Name of Work: **“Cleaning of toilets and offices of various office building at Baina for a period of two years”, (2021-22 and 2022-23),**

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials to be supplied should be in good condition as per the specification. It should be handed over to the Engineer-in-charge. It will be issued for carrying out the work as and when required.
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 tender. They are also advised to inspect the structure, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.
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. 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.

7. 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 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.

8. 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.

9. 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.

10. **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 work.**
11. Water and electricity will be provided on chargeable basis subject to availability near the site of work. The charges will be as per the Port's scale of rates and have to be paid by the contractor.
12. Time is the essence of contract and the entire work should be completed within a period of **24 (Twenty four) months** 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.
13. The Contractor's supervisory staff shall be fully experienced in the type of work to be carried out under their supervision and employ safety provisions at site will execution of the works.
14. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department. **All the copies of insurance premiums related to the Workmen Compensation policy and Contractors All Risk policy should be submitted to the office of the Chief Engineer.**
15. 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.

16. 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.
17. 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.
18. Quotations with conditions will be out rightly rejected.
19. 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.
20. Any damage to the property of Port should be made good or compensated by the contractor.
21. After completion of day's work/contract period the contractor shall clean, clear the work site to the satisfaction of the Chief Engineer or his site representative.
22. 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.
23. Permission for working beyond the normal working hours of 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.
24. 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`
25. 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 or 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.
26. All the materials to be used in the structure shall be conforming to relevant ISI specification or as specified in the Tender Schedule Contractor shall undertake laboratory test as specified in the

relevant ISI at the discretion of Chief Engineer and only approved materials /approved brand of materials shall be used.

27. The quoter should comply with all regulations of EPF, ESI etc. No bill will be forwarded if the above regulations are not followed.
28. 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.
29. "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"
30. **a. Security Deposit:** The Earnest money (EMD) payable by the Bidder in respect of this tender is, **exempted Provided the Bidder submits Declaration form against bid security** shall be furnished as part of its Tender. Tender without Declaration of shall be treated invalid. The only or as indicated at the NIOT.
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 5 % of contract value.
c. Refund of Security deposit and Retention money: 8% of the contract Value, and to be released on completion of defect liability Period. (Free Maintenance period) if Applicable.

(Free Maintenance period) if Applicable.

(d) 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.
31. **Payment of wages to the workmen to be paid in their respective Bank Account.**
32. 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.
33. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.
34. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 40 Lakhs.

35. 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.
36. The successful bidder shall have to furnish HSN /SAC Code for each items of the work.
37. The Contractor shall intimate the Port within 24 hours on receipt of Purchase Order/ Work Order, the date and time of commencement of the work, failing which the contract is liable for termination.
38. The Contractor shall adhere to all safety measures during the execution of work.

CHIEF ENGINEER

BID SECURING DECLARATION FORM

Date.....
no:_____

Tender:

To(Insert complete name and address of the #Employer/ Purchaser.)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am / We are in breach of any obligation under the bid condition, because I/We

- a) Have withdrawn/ modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form Bid; or
- b) Having been notified of the acceptance of our bid by the employer/purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance security in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty day after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)
In the capacity of (Insert legal capacity of person signing the Bid security Declaration)

Name: (insert complete name of person signing the Securing Declaration)

Duly authorised to sign the bid for and on behalf of (Insert complete name of Bidder)

Dated on -----day of ----- (insert date of Signing)

Corporate seal (where appropriate)

(Note: in case of joint venture, the Bid Securing Declaration must be in the name of all partners to the joint venture that submit the Bid)



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-37/ 2021

Name of Work: “Cleaning of toilets and offices of various office building at Baina for a period of two years”,(2021-22 and 2022-23),

SCOPE OF WORK

The work put to the tender broadly comprises of the following items.

1. Cleaning of toilets including floors, urinals, wash basins, drinking water points, of CME section offices in Work shop, MM’s section offices in Workshop, Port institute, CE Dept section offices in V1 and V 2 sheds, etc, including staircase and passages by sweeping, mopping, etc as detailed in the item description of the work on a daily basis, etc. Work also includes cleaning of the windows, ventilators, glass panes doors, ceiling fans, etc.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION N240. CE/Q-37/2021

Name of Work: "Cleaning of toilets and offices of various office building at Baina for a period of two years", (2021-22 and 2022-23).

SCHEDULE OF QUANTITIES AND RATES

Item No.	Description of Work	Unit of Qty	QTY	Rate	Total Amount
				at Rs Ps.	Rs Ps.
1	2	3	4	5	6
1	Cleaning of the toilets including floors, urinals, floors, wash basins, drinking water points of workshop, MM's office, ground floor, AXEN (VSG) office, AXEN(Rly) office, and Port Institute on daily basis between 8.00 hrs to 13.00 hrs and 14.00 hrs to 17.00 hrs, cleaning the floors of the above office premise, including staircase and passage by seeping / mopping etc., as detailed in scope of work using black phenol, scrubbing using Vim / Sanifresh including removal of stains using hydrochloric acid putting minimum 02 nos of naphthalene balls in the urinals and 02 nos in wah basin, removal of cob webs. Cleaning of windows, ventilators, glass pane doors,	Month	24.00	19493.00	467832.00

	grills, staircase railing, ceiling fans, A.C etc. Cleaning of the drinking water points centers and wash places cum water points by using detergent powder like Vim/Biz/Harpic including all T & P, labour & material, tools & plant etc. complete. (Deploying one worker).				
--	---	--	--	--	--

Total Rs. 467832.00

A 'Total Amount of Quotation Exclusive of GST = "A" Rs. 467832.00

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at "A" i.e from Rs. **467832.00** = Rs: _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

over the above amount at "A" i.e from Rs. **467832.00** = Rs _____

'B' Total Quoted Tender Amount excluding GST) In Figure –

Rs: _____

In Words Rupees _____

_____ Only.

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 : _____

Address: _____

Tel No: _____

Mobile No: _____

Email Id : _____

Date: _____

Bidder's

Signature: _____

Name: _____

Address: _____

Tel No: _____

Mobile No: _____

Email Id : _____

Date: _____

SIGNATURE OF THE TENDERER

