



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q- 48/2021

Sealed Item rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust and also from unregistered contractors for undertaking the work of "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of one year**"

Cost of quotation	: FREE
Earnest Money Deposit	: Exempted provided the bidders submit the Declaration form against bid security.
Estimated cost of work	: Rs. 1,81,350/-
Time limit of completion	: one year excluding monsoon period.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **11/11/2021 to 18/11/2021, 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 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** which 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 **18/11/2021**, and they will be opened at **15.30** hours on the same day in the presence of such Bidders 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 (P-I)

Headland Sada.

Date:-



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO. CE/Q -48/ 2021

Name of work: "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of one year**"

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 released on completion of work.
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	Within 2 days from receipt of PO or as directed
3.	Contract period	-----	One year(excluding monsoon period)
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	-----	Not applicable
7.	Limit of Retention Money	-----	Not applicable
8.	Total Security Deposit and Retention Money.	-----	3 % value of the contract recovered from the running bills
9.	Minimum amount of interim Certificate.	-----	Full amount (First & Final bill only)
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 BIDDER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-48/ 2021

Name of Work: "**Supply of labour for watering of trees/plants in GCB/MOHP/HL area 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 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. Bidders 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. Bidders 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 Bidders 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 **one year(monsoon period not included)** 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.
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 Bidder 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 bidder 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** as part of its Quotation. Quotation without Declaration shall be treated invalid.
b. Retention money: Not Applicable
c. Refund of Security deposit and Retention money: 3% of the contract Value, and to be released on completion of defect liability Period. (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 vendors under GST has to submit Declaration that the GST is not applicable to him, due to turnover of less than 40 lakhs.
35. The Contractor shall intimate the Port within 24 hours on receipt of Purchase order/ Work order, the date and time of commencement of the works, failing which the contract is liable for termination.

36. The Contractor shall have a valid Email Id and shall adhere to instructions sent by the Port via E-mail.

37. Further, in order to promote the Make in India Initiative by the Government of India the bid evaluation shall be dealt as per Public Procurement Order No. P-45021/2/2017-PP(BE-II) dated 16.09.2020, Wherein, Class-I Local suppliers shall get purchase preference over Class-II local suppliers as well as Non Local supplier as per the following procedure :-

“Local Content” means the amount of value added in India which shall , unless otherwise prescribed by the Nodal Ministry , be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement , has local content minimum 50%.

“Class-II Local Supplier” means a supplier or service provider, whose goods, services or works ordered for procurement, has local content minimum 20%.

“Non Local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than 20%.

“Margin of purchase preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference, which shall be 20%.

“L1” means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation

- a. Among all qualified bids, the lowest bid will be termed as L1, if L1 is Class-I Local supplier, the contract will be awarded to L1.
- b. If L1 is not a “Class-I Local Supplier”, the lowest bidder among the “Class-I Local Supplier”, will be invited to match the L1 price subject to “Class-I Local Supplier” quoted price falling within the margin of Purchase preference, and the contract shall be awarded to such “Class-I Local Supplier “subject to matching the L1 price.
- c. In case such lowest eligible “Class-I Local Supplier” fails to match the L1 price, the “Class-I Local Supplier” with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- d. The “Class-I local supplier/Class-II Local Supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company(in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

38. The Evaluation process shall also be dealt as per ORDER (Public Procurement No.1) dated 23.07.2020 wherein it specifies: Any bidder from a

country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority i.e. Department of Promotion of Industry and Internal Trade as per the ORDER.

EXECUTIVE ENGINEER (P-I)

BID SECURING DECLARATION FORM

Date.....

Quotation no: CE/Q-48/2021

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)



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ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q-48/ 2021

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of one year"

SCOPE OF WORK

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

1. Supply of labour for watering of plants manually at various locations in GCB area /MOHP area with all tools etc. complete.(
2. Weeding, gardening tools to be provided for carrying out other related misc works.

EXECUTIVE ENGINEER (P-I)

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.com anant.chodnekar@m ptgoa.com	

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-48/2021

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP/HL area for a period of one year"

SCHEDULE OF QUANTITIES AND RATES

Item No.	Description of Work	Unit of Qty.	QTY	Rate at		Total Amount	
				Rs	Ps.	Rs	Ps.
1	Supply of labour for watering of plants manually at various locations in GCB area /MOHP area with all tools etc. complete	Number	234				
	TOTAL (Rs) Rupees (in words) _____ _____						

TOTAL – Rs: _____

Rs: _____

In words Rupees _____

_____ Only.

Witness's
Signature: _____
Name : _____
Address: _____

Bidder's
Signature: _____
Name: _____
Address: _____

Tel No: _____
Mobile No: _____
Email Id: _____
Date: _____

Tel No: _____
Mobile No: _____
Email Id : _____
Date: _____

SIGNATURE OF THE BIDDER

