



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

E-TENDER NOTICE No. CE/N-33/2019

e- TENDER No. CE/34/2019

FOR

Name of work: "Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20".

<https://eprocure.gov.in/eprocure/app>

**Last date & Time for uploading
11.00 hrs on 25.07.2019**

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
E-TENDER No. CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

COVER NO. 1 (TECHNICAL BID)

1. Instruction for online bid submission
2. Notice inviting on line Tender (NIOT)
3. Tender Notice
4. Electronic Payment System Mandate Form
5. Form of Tender.
6. Appendix – I.
7. Additional Instructions to Tenderers.
8. Additional Special Instructions To Tenderers
9. Additional General Conditions of Contract.
10. Scope of work
11. Specification of works
12. Schedule for garden/ horticulture maintenance works
13. Directions to Tenderers for filling in the Schedule of quantities & rates
14. Vendor Registration Form
15. BOQ only for reference

COVER NO. 2 (PRICE BID)

1. Schedule of Quantities & Rates

MORMUGAO PORT TRUST,
ENGINEERING CIVIL DEPARTMENT,
MAIN ADMINISTRATIVE OFFICE BLDG,
HEADLAND, SADA, GOA.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other

cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
NOTICE INVITING ONLINE TENDER (NIOT)
E-TENDER NOTICE No. CE/N-33/2019
E-TENDER No. CE/34/2019

Details about tender:

Tender inviting	CHIEF ENGINEER, MORMUGAO PORT TRUST	
e - Tender No.	CE/34/2019	
Name of Work	e – Tender for: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest house including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.	
Estimated Cost	Rs.25,40,860.90	
Bidding Type	Open (e-tender mode only)	
Bid Call (Nos.)	One	
Tender Currency Type	Single	
Tender Currency Settings	Indian Rupee (INR)	
Joint Venture	Not Allowed	
Tender Cost	Rs. 2000/-	Mode Of Payment: e-payment and in the form of DD/Cash
EMD Cost	Rs. 38,200 /-	
Payment of Tender Fee & EMD	<p>The Tender fee and EMD shall be paid in e-payment mode or by Demand Draft/Debit or Credit Card, before the due date and time of the tender. Mode of Payment towards Tender Cost, & Earnest Money Deposit (EMD) can be paid online through e-Payment mode or DD/Cash</p> <p>i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires download pre-printed Challan towards credit of MPT and make its payment through any of their Bank. UTR no. to be made available along with the tender documents for the proof of submission of tender cost and EMD failing which their tender will not considered for evaluation.</p>	

	<ul style="list-style-type: none"> ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay. iii. Net Banking: Payment can be made through the Internet Banking of Any Bank. iv. Bank details are given in the next page and NEFT/RTGS to be used for that account only. v. Proof of payment made has to be enclosed with the tender such as UTR details,/ Demand Draft details/ cash receipt received from MPT vi. Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment. vii. Exemption towards EMD is allowed provided copy of MSME or letter issued by Port is uploaded along with tender, viii. No exemption is allowed towards tender cost
Security Deposit	<ul style="list-style-type: none"> 1. 5 % of the contract value towards security deposit to be paid within 21 days of issue of order. 2. 5% on contract value – (retention money) will be deducted from running bills @10% of work done.
Contract Period	One (01) year
Qualifying Criteria :	<p>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</p> <p>(A) Financial Criteria The average annual turnover during the last three years ending 31st March 2018 of the tenderer should be at least Rs.7.63 lakhs.</p> <p>(B) Technical Criteria The firm shall have successfully completed the similar works during the last seven years either of the following</p> <ul style="list-style-type: none"> i) Three similar works each costing not less than Rs.10.17 Lakhs (40% of estimated value put to tender) <p style="text-align: center;">OR</p>

	<p>ii) Two similar works each costing not less than Rs.15.25 Lakhs - (60% of estimated value put to tender) OR</p> <p>iii) One similar works costing not less than Rs.20.33 Lakhs (80% of estimated value put to tender)</p> <p>NOTE: Similar works means “Maintenance & upkeep of garden, lawn, landscape”</p> <p>Note : The Tenderer shall upload following specific document for fulfilling the eligibility criteria as documentary proof for</p> <p>a) Financial Criteria- Profit & Loss account, Income tax Returns/ Audited statement of Accounts duly authenticated by Chartered Accountant.</p> <p>b) Technical criteria- Copy of work orders and performance/completion certificate for the works carried out/ completed successfully on similar works stating clearly the year of execution of work and the value of work.</p>
Last Date & Time for uploading Bids	25/07/2019 at 11.00hrs
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened on 26/07/2019 @ 11.30 Hrs. Date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid.
Bid Validity	120 days from the last date fixed for receiving the tender.
Online Documents required to be submitted by scanning	a. Copy of documents viz. Work Order, Completion certificate with performance, Financial Turnover, Auditor’s report, Balance sheet, P/L account statement etc. Financial Turnover Certificate as at Appendix-II. b. Entire Tender document.
Address for communication:	Chief Engineer, Office of Chief Engineer, Engineering (Civil) Dept., Mormugao Port Trust, A.O. Bldg, Headland Sada, Mormugao, Goa – 403804.

Contact Details	<p>For Tender related queries --- Phone :0832 – 2594629/2594610;</p> <p>For e-Tendering help contact:</p> <p>The Help Desk will be your first point of contact at NIC. Telephone: For any queries, please call 24 x 7 Helpdesk No.: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787</p> <p>Email: Kindly send your Technical queries to cppp-nic@nic.in</p> <p>Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue with the Contact details.</p> <p>For any issues/ clarifications relating to the tender kindly contact Email: etenders@mptgoa.gov.in</p>
Website	https://eprocure.gov.in/eprocure/app

Format and Signing of Bid

The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.

The Bid shall contain no alternations additions, except those to comply with instructions issued by the Employer.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
E-TENDER No. CE/34/2019
TENDER NOTICE NO. CE/N-33/2019

Sealed tenders in two cover system are invited on Percentage Rate Basis from the contractors Registered with Engineering Civil Department (MPT)/PWD/CPWD/ Railways/ Central/State Govt., GSIDC, etc. Unregistered Contractors also can apply for tender subject fulfilling the Eligibility criteria and the conditions given below.

Sr. No.	Tender No.	Name of work	Cost of tender document (non-refundable) By E-Payment	Estimated cost of work put to tender	E-tender from and to
1	CE/34/2019	Class of contractor eligible to tender	Earnest money deposit by E-Payment	Period of contract	Date of opening of tender
		Annual Maintenance & upkeep of garden at MRH I Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headl and for a period of one year 2019-20.	Rs.2000/-	Rs.25,40,860.90	19/07/2019 to 25/07/2019 uploading up to 11.00 hrs
		As per eligibility criteria stipulated below	Rs. 38,200/-	One (01) year	26/07/2019 Opening at 11.30 Hrs

1. Eligibility Criteria.

(C) Financial Criteria

The average annual turnover during the last three years ending 31st March 2019 of the tenderer should be at least **Rs.7.63 lakhs**

(D) Technical Criteria

The firm shall have successfully completed the similar works during the last seven years either of the following

1. Three similar works each costing not less than **Rs.10.17 lakhs**

or

2. Two similar works each costing not less than **Rs. 15.25lakhs**

or

3. One similar work costing not less than **Rs. 20.33lakhs**

NOTE: Similar works means **“Maintenance & upkeep of garden, lawn, landscape”**

Note : The Tenderer shall upload following specific document for fulfilling the eligibility criteria along with documentary proof for

a) Financial Criteria- Profit & Loss account, Income tax Returns/ Audited statement of Accounts duly authenticated by Chartered Accountant.

b) Technical criteria- Copy of work orders and performance/completion certificate for the works carried out on similar works stating clearly the year of execution of work and the quantum of work.

2. E-tender consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender may be uploaded with e-payment or Demand draft/cash of **Rs.2000/-** towards the tender cost which sum will not be refunded.

A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications forms an integral part of the tender documents.

3. E-Tender along with required documents to be uploaded online.

4. The proposed work mainly comprises of :

1)Overall Maintenance of the existing garden in and outside of MRH-1 bungalow and guest house garden premises in a very presentable condition in order to give a beautiful look to the premises having total area of aprox. 3.00 acres (12,141.00 sqm.) including 660sqmts of plinth/floor areas of bldg. Structures and other comprises of roads,garden with lawn, plants/trees/ shrubs/ground covering, creepers ,hedges ,vegetable and flowerbed, potted plants , structures etc. as well as any other future additions thereof by deploying sufficient experience garden staffs but not less than as specified bellow with all tools ,tackles , etc. per day between 8.00am to 12.00pm and 2.00pm to 6.00 pm. on all daysexcluding Sundays and Holidays by taking care of statutory provisions in these regard including supervision by authorized , qualified and experienced Supervisor cum Sr. mali etc. with reference to the garden & horticulture maintenance schedule and as instructed time to time by Horticulturist /Chief Engineer or his authorized representative . All labours, equipments, tools and plant, materials etc. complete.

- a) Regularly watering the garden plants, trees, hedges ,shrubs ,creepers and lawns before 11.00am and after 4.00pm through hosepipes and adjustable sprinkler respectively.
 - b) Every alternate day watering of Lawn, Potted plants, pathway side hedges, shrubs and plants around the garden/lawn and side of pathway and compound wall.
 - c) Daily operation of motor for drawing water from Port guesthouse sump and bore well inside the garden premises and watering the garden, lawns with required hosepipes and adjustable sprinklers.
 - d) Weeding out every month in garden and in lawn areas
 - e) Mowing of lawns by using mechanical lawn mower regularly (not exceeding two months) to maintain the grass height and not to allow grass to grow wild
 - f) Pruning and trimming of tree branches of banyan tree, Pimple tree and other trees at height twice a year .
 - g)Pruning and clearing of hedges ,shrubs, creepers regularly once a month to maintain desire height and not to grow it wild,
 - h)Hoeing/Loosening and mulching ,adding good soil and manure, fertilizers , making bund of shrubs and hedges , plants, trees twice in a year .
 - i).Providing minimum required maintenance tools and equipment's as listed in the tender to execute the maintenance work within 10days of award of the work.
 - j) De-potting and Repotting of potted plants with good garden soil mixed with organic manure or cow dung should be taken up once a year within three months of commencement of the work etc as directed by Horticulturist/Chief Engineer or his authorized representative.
 - k) Plucking of coconuts and other seasonal fruits once a year or as and when directed by Chief engineer or his authorized Representative.
 - l) Gap filling / replacing spoiled patches of lawns and hedges with fresh grass/hedges of same nature and with available grass and hedges, plants once a year in monsoon.
 - m)Application of fertilizers ,pesticide ,manure in garden plants hedges, shrubs, lawns as per item no. 6 shall be done in the month of October and November once in a year or as directed by Horticulturist /Chief Engineer or his Representative.
 - n) Maintenance of creepers:Supporting and Climbing the Creepers in the desired shape, watering, Cutting, Curing as per routing requirements,
5. Maintenance of open area ,roads adjoining the gardens in neat and cleaned condition by sweeping with brooms, removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens in and out of MRH-1 bungalow garden premises on all days including Sundays and Holidays by taking care of statutory provisions in these regard including supervision by authorized etc. complete
 6. Housekeeping maintenance MRH-1 bungalow and other building structures inside the premises by deploying minimum 2 nos of workers etc. complete
 7. Supply & stacking of good quality red garden earth free from stones etc.complete.
 8. Supply & stacking of well decomposed dry farm yard cow dung manure etc. complete

9. Supply of following materials like Fertilizers, pesticides and fish food. All labour, tools, royalty and carriage with all leads and lifts and plants etc. complete.
10. Arranging visit cum inspection of authorized Horticulturist once in three months to the garden premises etc. complete
11. Supplying of labour with necessary tools etc. as and when directed for 8 hrs./ day for maintenance work other than routine garden maintenance work , etc. complete
12. Removing & disposing the "BEE HIVE" or any other insects etc. complete
13. Supply of potable water in water tankers during Port area water shortage and as and when instructed by Chief Engineer or his authorized representative for the gardens, etc. complete.
14. The work is to be carried In strict accordance with the instructions to Tenderers, General conditions of Contract, Scope& Specifications, additional general conditions of contract, schedule of garden/horticulture maintenance etc. and as instructed in time to time at the Percentage Rate entered in the attached Schedule of Quantities and Rates.
15. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is Rs.38,200/- (Rupees Thirty eight Thousand Two Hundred only), and E.M.D should be paid on e-payment basis or Demand Draft/Cash.
 - a) E.M.D. of the Tenderers excepting first three lowest tenders will be refunded to Contractors. Contractors are requested to contact the Asst. Engineer (Accts), Chief Engineer's Office. Main Administrative Office, Mormugao Port Trust for claiming such refund along with copy of original receipt issued by this office.
 - b) Contractors may submit the following information in order to refund the EMD'S/Bank Guarantee/ Security Deposit/ Retention Money, payments of bills etc.
 - Name of Bank.
 - Place.
 - Account No.
 - Type of Account
 - PAN.
 - EPF No.
 - ESIC No
 - GST Registration
 - WCT registration

No fresh correspondence in this regard will be made.
 - c) EMD of the other tenders i.e. any two among the first three lowest Tenders will be refunded to them only after acceptance of work order by successful tenderer. E.M.D. of successful contractor will be retained towards Security Deposit.
16. Security Deposit: Security deposit @5% of contract value to be paid within 21days of issue of order,

- a) Retention money at 10% of work done to be deducted from the each running bill till the entire security deposit of 5% of value of contract recovered.
- b) The entire amount of 10% of the value of the contract may be paid in Demand Draft /Pay Order at the time of acceptance of tender.

Note: The Security Deposit and Retention Money will be released only after completion of defect liability period.

17. In case the Tenderer desire to quote premium of cost of work put to tender more than 15%, the Tenderer will have to give the rate analysis for any or all the item of work on demand.

18. Conditional tenders are liable for rejection

19. Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders.

20. Contract period for the subject work is Twelve (12) months from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.

21. Counter conditions stipulated in completion period by Contractor will not be considered. Tenders with counter condition are likely to be rejected summarily without assigning any reason thereof.

22. Time is the essence of the contract and work has to be completed on given time.

23. The tenderers are strongly advised to inspect the site of work and acquaint themselves with site conditions, nature and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer/AC, Tel. No. 2594674.

24. The Tenderers must not quote counter conditions involving extra expenditure. The Tenderers should refrain from sending revised or amended offers after the closing date of the tender. The Chief Engineer reserves the right to reject such offers without assigning any reasons thereof.

25. The signed copy of unloaded E-tender "Annual Maintenance & upkeep of garden at MRH-1Bungalow and Guest House including housekeeping at MRH-1Bungalow at Headland for a period of one year 2019-20" to be submitted immediately after receipt of the e-mail addressed the Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust Headland. Sada, Goa-Pin: 403804.

26. The Chief Engineer and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.

27. Unsigned tenders will not be considered.

28. Sales Tax, Income Tax etc. as applicable from time to time shall be deducted from the amount payable to the Contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the contractor.

29. The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996. and EPF & ESI relevant Act.

30. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

31. 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.

32. Unregistered Venders under GST have to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.

NOTE: The above works shall be carried out under the supervision and to the entire satisfaction of the Chief Engineer or his representative.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO.CE/34/2019

Name of the work: "Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest house including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20".

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

The details for processing the payment through RTGS as below:-

Name of the Beneficiary	MORMUGAO PORT TRUST GENERAL ACCOUNT
Address of Beneficiary with PIN Code	Administrative Office Building, Headland Sada, GOA - 403804
PAN Number	AAALMO293P
Name & Mobile Number of responsible person	MILIND DESSAI / 9823082682 milind.desai@mptgoa.com
Name of the Bank and Branch	STATE BANK OF INDIA, Harbour Branch
Bank Telephone No.	0832-2520212
Address of the Bank	STATE BANK OF INDIA MORMUGAO HARBOUR, GOA - 403803
MICR Code of the Bank	403002024
IFSC Code No.	SBIN0002164
Type of Account and Branch Code	Current Account / Branch Code:- 002164
Account number of the Bank	10438017048
	MPT GENERAL ACCOUNT
Beneficiary E-mail ID	cashmpt@mptgoa.com



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E- TENDER No. CE/34/2019

“Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest house including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”

FORM OF TENDER

The Chief Engineer,
Mormugao Port Trust.

I/We _____ do hereby offer to execute the work comprised in the annexed Tender Notice **Name of work:** “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest house including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”

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 and Rates within 12 (twelve) months from the date of release of site work order. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mormugao. 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 and I/We agree that the liquidated damages at the rate of **0.5% of the contract value per week** or part thereof delay in work with respect to specific work order subject to a maximum ceiling at **5% of the contract price** represents a fair estimate of the loss likely to result from the delay.

3. I/We send herewith a sum of **Rs.38,200/- (Rupees thirty eight thousand two hundred 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 and 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 and to

make further deposit by **Demand Draft/ Bankers Cheque** in the favour of **FA&CAO, MPT**, Headland Sada payable at Vasco- Da- Gama, Goa,

6. I/We further agree, if awarded the contract, to lodge the **Retention Money** equivalent to **5%** of the contract value of my/our tender by way of deductions from my/our bills at the rate of **10%** of the gross value of work certified in each bill.

7. I/We agree to abide by this tender to be valid for the period of **120 days** from the date fixed for receiving/opening the same and it shall remain binding upon me/us and may be accepted any time before the expiration of that period.

8. I/We hereby certify that my/our registration certificate under the Goa Sales Tax on the transfer of property in goods involved in the execution of works Contract Act, 1985 is in force on the date on which the sale of goods specified in this bill/cash memorandum is made by me/us and the tax under the act will be, if payable, be paid before furnishing my/our returns under the Act.

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

10. I/We request that early payment of 100% of the amount of interim bills be made from time to time in advance of such bills being audited.

11. *(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.

Name: _____
Age: _____ years

*(B) Ours is a partnership firm and the names of all major partners are given below:

	Name	Age
1.	_____	_____ years
2.	_____	_____ Years
3.	_____	_____ Years
4.	_____	_____ Years

We understand and confirm that if our offer is accepted, the contract will be entered into with the above-mentioned partners only and the Trustees will not recognize or deal with any minor partners or their guardians.

*(C) Ours in a Company with liability and a copy of our Memorandum and Articles of Association will be sent for perusal upon acceptance of our offer.

Proposed contract is intended to be signed by a duly constituted Attorney and original power of Attorney in his favour will be submitted for perusal immediately on acceptance of the tender.

The contract will be completed under the Company's Common Seal.

12. The Bank's Guarantee referred to in Para No.5 above will be from
** _____

13. I/We am/are registered for the purpose of Goa Sales Tax Act and my/our registration Certificate No. is _____

14. The name and address of our Banker is ** _____

15 I/we understand that the Board is not bound to accept the lowest or any tender you may receive and may reject the same (the lowest) or any other tender without assigning any reason therefore.

16 "I have read and understood the General Conditions and Specification of the work which are printed in Volume -I supplied to me by the Department which will form a part of tender and this shall remain binding on me".

17 I /we have enclosed herewith the following copies of the documents as required under instructions to tenderers:-

- a) Organization Chart.
- b) List of similar works carried out by me/us.
- c) Bar Chart.
- d) List and description of main plant and equipments proposed to be used on this work.

(Note: a & b are not mandatory for registered Contractors with this department)



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

“Annual Maintenance & upkeep of garden at MRH I Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20.”

APPENDIX - I

The following Clauses shall be read in conjunction with respective clauses of General Conditions of Contract.

S.N.	Particulars	Details
1.	Amount of Security Deposit and time	Five percent of the Contract Value till the expiry of defects liability period.
2.	Period for commencement from the Chief Engineer's orders to commence.	As specified in each Work Order
3.	Contract period	12 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 with respect to Specific Work Order
5.	Period of free maintenance/ defects liability period.	Not applicable
6.	Percentage of retention from each running account bill	10% value of the Running Bills
7.	Total Retention Money	5% value of Contract value
8.	Total Security Deposit	10 % value of the contract.
9.	Minimum amount of interim Certificate.	Accepted price per month
10.	Time within which payment to be made after contractor's submission of the bill.	100% within 5 days of submission of bill on satisfactory completion of work and based on Joint Measurements
11.	Mobilization advance	Not applicable to this contract.
12.	Interest rate on Mobilization advance	Not applicable to this contract.
13.	Mode of recovery of Mobilization advance	Not applicable to this contract
14.	Variation in price of labour and materials	Not applicable to this contract
15.	Arbitration	Not applicable to this contract
16.	Minimum amount of third party insurance	5% of the tender amount

Dated this _____ day of _____ 2019
Signature _____ in the capacity of _____
_____ duly authorized to sign tender for and on
behalf of _____.

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____

Occupation: _____



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No. CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

ADDITIONAL INSTRUCTIONS TO TENDERERS

The instructions to the tenders shall be instructions to “Tenderers” as modified or added to by the following Additional Instructions to Tenderers which shall be read and construed with the instructions to tenderers as if they were incorporated therewith.

In so far as any of the provisions in Additional Instructions to Tenderers may conflict with or be inconsistent with the instructions to Tenderers the Additional Instructions to Tenderers shall prevail.

1. Earnest Money:

No tender will be considered which is not accompanied by the Earnest Money Deposit (E.M.D.) for the sum stipulated in the tender notice which is lodged on the understanding that in the event of the tenderer withdrawing his tender before the expiry of **120 days** from the last date of submission of the tender document. (Whether or not the submitted tender(s). are opened or otherwise at the time of tenderer withdrawing his tender), the tender shall be cancelled and the Earnest Money (E.M.D) deposited by the tenderer forfeited to the trustees and if the tender is accepted the security Deposit (SD) mentioned in para 4 hereinafter will be furnished

2. Tenderers must fill in the space provided for, in the Schedule of Quantities and Rates stating in figures as well as in words at what percentage above or below the rates specified in the Schedule of Quantities and rates, they are willing to undertake the work.

Only one percentage Rate for all items of the Schedule of Quantities shall be quoted,

3. SECURITY DEPOSIT: 10% of Contract value

4. The entire work comprised in this contract is required to be completed within the period as described in the ‘Tender Notice’. No counter conditions as regards to completion period shall be quoted by the Tenderers.

5. The Chief Engineer and/ or the Trustees reserve the right to reject any tender without assigning any reasons or to accept any tender as a whole or in part and does not bind himself/ themselves to accept the lowest or any tender, No reasons will be assigned for the rejection of any tender.

6. If the Tenderers have not carried out any work for the Mormugao Port Trust in the past they shall submit along with the tender, a list of works carried out by them for Government or Public Bodies with their amount showing against each work indicative of its magnitude and their Bankers reference and their Sales Tax Returns.
7. Tenderers should refrain from sending revised or amended offers after the closing date of the tender.
8. Tenderers are strongly advised to inspect the site so that they are fully aware of the nature of scope of the works to be carried out before tendering for the same.
9. Cost of testing of building materials and all the fixtures will be borne by the Contractor.
10. Tenderers should note the arrangements described in the tender document for prompt payments of bills.
11. The contract period of the subject work is one year.
12. Further particulars can be obtained from the office of the Chief Engineer, Mormugao Port Trust A.O. Building, Headland, Sada, during the office hours.
13. Liquidated damages will be levied as indicated in **Appendix –I**.
14. Required passes for entry of workers in the Port Areas shall be arranged by Tenderer free of cost well in advance prior to the day of execution of work or as instructed by the Port.
15. During monsoons, the contractor shall provide in advance Raincoats and Gumboots to his workers engaged for various works in the Port.
16. The tenderer shall inspect the site and fully study the nature of work involved vis-à-vis the quantity and specifications, before tendering for the work. No claim will be entertained regarding variation in the quantity. Any clarification in this regard will be given, if required, prior to submission of tender.
17. Watch and ward of all materials and equipment will be responsibility of the contractor and no claims will be entertained towards loss or damage to the contractor's materials and equipments.
18. Tenderer shall provide all necessary tools and plants and protective devices safety measures etc. to the workmen as required.
19. The rates indicated in the schedule shall hold good for all repairs/replacement/renewal/new works to be carried including in patches, bands and making good for all building/sheds/structures and service facilities located in the port area.
20. Storage arrangements for all materials and tools and plants shall be made by the contractors at his own cost.

21. Transportation, dumping and leveling of dismantled materials, such as pipes, old concrete, stone/brick machinery etc. shall be done by the contractor at his own cost within the distance of 3.00 Km. or as directed at site. In case of failure of shifting of materials from site immediately after completion of work the same will be carried out by engaging departmental labour or some other emergency at a risk & cost of the contractor.
22. The Tenderer & his representative should have easy contact access, by way of having their own mobile phones etc. The Contractor or his supervisor/ representative must report daily at the Maintenance Office at Headland Office to take instructions from this Office. In case of Sundays and Holidays, the Contractor or his supervisor/ representative must be present only if intimated by the Port. The Contractor may be liable for termination if the Contractor or his supervisor/ representative has not reported at Maintenance Office during the above mentioned time period on more than 3 occasion.
23. Payment towards the difference in the labour wages during the contract period, shall be paid separately. The minimum labour wages existing at the time of tendering have to be considered while quoting. Any increase/decrease in labour wages in due course shall be claimed by the bidder separately and it will be worked out on the basis of estimate of this work and Chief Engineer's decision is final and binding. The Bidders have to quote accordingly.
24. The Tenderer should be in a position to arrange for materials required for emergency work on the spot without delay.
25. The Tenderer may submit the following information in order to refund the EMD's /Retention Money / Security deposits. Payment of bill etc.:-
 - (i) Name of the Banker with branch.
 - (ii) Type of Account and Account No.
 - (iii) MICR Code No:
Quantities showed in schedule of quantities are approximate which may varies, depending upon the nature of works involved as per site condition. Also the quantities executed by the contractor in each item or more may lead to the total tendered amount.
26. The Tenderer should supply labours as and when call received by the Department including Sundays & Public Holidays etc. for which no extra payment will be entertained.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No. CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and GuestHouse including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

ADDITIONAL SPECIAL INSTRUCTIONS TO TENDERERS

1. The total area in and out of MRH-1 bungalow garden premises covered under the contract is approx. 3.00 acres including 660sqmts of plinth/floor areas of bldg. structures and other comprises of garden and road etc. The total area of Port Guesthouse premises covered under the contract is approx. 3.00 acres (12160 sqmts) including 1650 sqmts. of terrace/roof areas and other comprises of garden and road etc. The scope of work includes maintenance of the existing garden of MRH-1 bungalow and guest house premises comprising of lawns, plants/trees/ shrubs/ground covering, creepers ,hedges ,vegetable and flower bed, structures etc. as well as any other future additions thereof , housekeeping of MRH 1 Bungalow, by deploying sufficient number of staff with minimum required tools & plants to carryout the work efficiently but not less than minimum specified on all weekday including on Sundays and holidays as specified by taking care of statutory provisions in this regard and as per the schedule of quantities and rates , scope & specifications, and with reference to the garden & horticulture maintenance schedule and as instructed in time to time by Horticulturist /Chief Engineer or his authorized representative.
2. The tender is on percentage rate basis . The quantities mentioned in the Schedule of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting. The quoted rates must be inclusive of Minimum Wages paid to workers, Contractor’s profit, EPF, EISC, Bonus, GST, etc., as applicable and should be firm for the entire Contract period. No escalation or price adjustment is applicable for this work.
3. Contractor is required to start the work within 03 days from the date of award /date of communication of acceptance of the tender and after paying the security deposit. Commencement of work shall be permitted only after the receipt of Security Deposit. If the successful tenderer fails to deposit the Security Deposit within the notified period, it will be presumed, that the contractor is not

interested in the contract and the offer of contract shall be cancelled and the EMD of the contractor will be forfeited.

4. Before commencing the work on site, contractor has to take requisite permission from the Labour Enforcement Officer, Labour Commissioner, municipality, other local agencies/ authorities etc. If Labor license not available, the same shall be obtained from Concerned Authorities within a month from the date of issue of work order
5. On acceptance of tender the contractor shall obtain and submit an undertaking in writing from the Horticulturist appointed by the contractor under whom the work will be carried out .The contractor shall prepare and submit the detail programme/schedule of day today garden/horticulture maintenance activities like watering, weeding out ,lawn mowing, manure and fertilization, pruning and trimming of hedges, etc. in consultation of the Horticulturist / Chief Engineer or his authorized Representative.
- 6.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 including of Supervisor (Sr.mali) alongwith his Power of Attorney letter .
7. The contractor prior to commencement of the work the records like site order book and Muster roll/logbook of workers attending the work shall be handed over to Chief Engineers authorized representative and shall be maintained and kept in a custody of Supervisor's /Sr. mali's care at security cabin for daily verification and Record.
8. The site shall be handed over to contractor only after compliance of clause 3,4,5,6 &7 above for maintenance of the garden on as-is-where-is basis and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.
9. Time is the essence of this contract.In case the contractor fails in fulfilling the obligations fully and in time the Chief Engineer shall have the absolute right to take up the work at the contractor's cost and risk and recover any and all such expenses from the amount due to the contractor including security deposit.
5. 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. 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 at free of cost to the contractor.

11. Annual Maintenance Contract (AMC) of gardens” is a JOB CONTRACT on area basis, and works are to be directly supervised by the contractor under the supervision of qualified, skilled, experienced and authorized Supervisor (Sr. Mali) and under consultation of approved Horticulturist. The contractor shall be fully responsible for execution of works on day to day basis .The payment of the supervisor should be paid by the contractor, and the quoted consolidated amount must be inclusive of the payment of supervisor.
12. The contractor shall Nominate competent Horticulturist (person holding degree in the relevant field i.e. BSc (Hort.) or equivalent) to act on his behalf. The authorized Horticulturist along with the contractor and Chief Engineers authorize Representative shall visit and inspect the gardens once in three months and should submit report regarding satisfactory execution of the work in previous months and providing target of work to be carried out in the month in writing in the prescribed forms and also to indicate performance/ deficiencies observed in the performance in growth / flowering/ yield of fruits/ vegetables, etc. of various flowering & non-flowering plants/ trees/ lawns, creepers, etc. as directed by the Chief Engineer or his authorized Representative.
13. The supervisor/Sr. mali should be literate and have middle school qualification at least and experience in garden from recognized Nursery or Govt. organization .He acts as authorize representative on behalf of the contractor & should be provided with mobile phone by the contractor. He should be available in the bungalow premises on all days of the month. He should daily report to the Chief Engineers Representative for co-coordinating with various garden maintenance activity as per schedule and for taking instructions along with previous day work done report in the prescribed format .The instructions thus received from the Chief Engineer or his authorized representative from time to time on behalf of the contractor shall be deemed to have been received by the contractor within the scope of this work order. Non submission of daily work done report and noncompliance of any instructions will attract penalty as per the relevant clause.
14. The Contractor is required to render a certificate about the person employed by him so that he undertakes the complete responsibility on their activities when present in Port areas. The Contractor should also submit details of employees to verify their antecedents from the concern residential areas Police/local authorities .
15. The Muster roll/logbook in approved format for the labourers attending for work shall be maintained under Supervisors /Sr. mali’s care at site/security cabin at the gate 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. He should ensure that he desire number of person have been engaged and are physically present on all stipulated day during the entire duration of stipulated hours. Daily maintenance of attendance record/muster Roll of staff on garden maintenance work duly counter signed by JE /Chief Engineers authorized Representative is must for this contract and failure to do so will be treated as labour not engaged/absent on work.
16. Water & Electricity required for the regular watering and maintenance of the garden will be supplied free of cost by the Port to the EXTENT POSSIBLE on request. All arrangements including wires, pipe connections, the hose pipes,

sprinklers etc. as may be required shall have to be arranged by the contractor at his cost. Garden /horticulture maintenance materials required for the work shall be used from supply item Nos. 4, 5& 6 .of the schedule quantities and rates.

17. However, it shall be specially noted that in case of failure of supply from the Port due to any reason whatsoever, the contractor shall arrange to procure water in tanker fitted with motor pump required hosepipes/sprinkler with prior intimation or as directed for satisfactory watering of garden, lawns. The cost of such transporting of water by tanker fitted with motor etc. shall be inclusive of the quoted rates as per item No 8. of the schedule quantities and rates.
18. Watering shall be done daily in the early hours in the morning before 9.00 hrs. and in the evening after 4.00 P.M. Water is supplied to the garden to limited time as per days schedule programmed contractor shall make arrangement to provide storage facilities at his cost to store water for days requirements as and when released.
19. The contractor has to supply all the consumable materials like cow dung, urea, pesticides, garden earth and other fertilizers in full quantities as per the Rate Schedule of items within first three months of the contract period as per the schedule of garden/horticulture maintenance and as instructed by the Chief Engineers Representative in time to time. Material delivery challan should be submitted to the Chief Engineers authorized Representative. The quantities mentioned in the tender are minimum, approximate and indicative; however the actual quantity may vary. Even the contractor may have to supply 50% more than the tendered quantity if demanded at the same quoted rate only at places pointed out within Port area. Failure to supply the same, may be arranged at the cost and risk of the contractor and besides suitable penalty amount other recovery will be made as per as per relevant clause from the payment due to the contractor.
20. Application of insecticides /pesticides to control pests and cure the insect infection, organic pesticides like Neem cake oil can be sprayed periodically to prevent and cure contaminations without any extra cost as and when required as per the schedule and as directed by Horticulturist /Chief Engineer his authorized Representative.
21. The contract will be for a period of 12 months, which can be extended on the same terms and conditions for an additional period of three months subject to satisfactory performance of the initial period of the contract.
22. The contractors without any extra cost shall keep all minimum required tools for maintenance of the garden a site.
 - 1) Lawn Mower (petrol or Electric)- 1no,
 - 2) Spades – 4nos,
 - 3) Pickaxe-2nos
 - 4) Hedgesshear-2nos
 - 5) sickles -4nos
 - 6) Plastic pans-4nos
 - 7) Coconut brooms 4/month
 - 8) Hosepipe ¾”dia of 30 m.long -4nos
 - 9) Movable water sprinkler-4nos

- 10) Axes-2nos
 - 11) Tree prunner-01 no
 - 12) Sickels -4nos
- 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 Proper and satisfactory maintenance and up-keep of the existing garden comprising of lawns, plants/trees/ shrubs/ground covering, creepers ,hedges etc. as well as any other future additions etc. within the specified premises by deploying sufficient staff is the essence of the contract and no let down will be permitted. In case the services are not found satisfactory or the contractor failed to execute any item of work /activity as per the tender, the Chief Engineer or his authorized Representative shall be at a liberty to withhold any payment/s that may be due to the Contractor till such time, such services are rendered to the satisfaction of the Chief Engineer or his authorized Representative. In the event of the contractor not attending to defective or incomplete item/ work as pointed out by Chief Engineer authorized Representative in writing this payment will stand forfeited. The decision of the Chief Engineer shall be final and binding on the contractor in such matters.
 25. 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.
 26. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb / cause inconvenience to the officials, participants, residents, any third party or their property in any case
 27. Watch and ward of all materials and equipment will be responsibility of the Contractor and no claims will be entertained towards loss or damage to the Contractor's materials and equipment's.
 - 28.The following five holidays have been considered for this contract; Hence contractor has to arrange the workers to continue work in other Public holidays without any additional amount and by taking care of statutory provisions in these regard.
 - 1) Republic Day
 - 2) May Day
 - 3) Ganesh Festival (1 day)
 - 4) Independence Day
 - 5) Christmas day
 - 29.Contractor shall maintain the garden area satisfactorily by deploying sufficient qualified &experienced garden staff along with garden tools ,tackles ,hosepipes etc. but not less than the minimum number of persons specified every day from 8.00 hrs to12.00 hrs and 14.00hrs to 18.00hrs on all week days excluding Sundays and 5 holidays as specified above. 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 in case of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.

Sl No	Name of the Post	Type of post	MRH_1	Guest House	Total Nos
1	Supervisor cum Sr. Mali	Semi-skilled (male)	1		1
2	Mazdoor/gardener for garden maintenance	Unskilled	3	3	6
3	Mazdoor/sweeper for sweeping, etc.,	Unskilled	2		2
4	Mazdoor/sweeper for Housekeeping	Unskilled	2		2
	TOTAL				11 Nos.

In case the contractor deploys less number of manpower than above specified minimum work force in any day, recovery shall be made @ 1.5 times the prescribed ongoing minimum wages in force prescribed by Chief labour commissioner (central) in time to time for such workers from the monthly bill.

30. The Contractors failure to execute any of the item or activity of garden maintenance work as per schedule of quantities and rates, schedule of garden /horticulture maintenance attached with tender and as instructed by the Chief Engineer or his authorized Representative in writing in time for compliance within the specified period, the same may be executed at the cost and Risk of the contractor and to pay other contractor to execute any such item or activity of the work. The Recovery will be made as per the actual expenditure incurred with 25% overheads on the expenditure incurred besides suitable penalty amount as per the relevant clause from the payment due to the contractor. Chief Engineer's decision in such case is final and binding on the contractor.
31. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the workers must be made as per the ongoing minimum wages prescribed by the Ministry of labour, Govt. of India. The total amount of wages paid to the workers must include the minimum wages+EPF+ESIC+Other Statutory benefits including bonus.
32. The period from beginning of June to end of September is considered as rainy days for purpose of maintenance of the plantation against the item of bill of quantities. However, advantage shall not be taken in case of delay in the onset of monsoons and early receding of rain and watering shall be done sufficiently in the

event of delay in the onset of monsoon or early receding of monsoon. All wild growth within the periphery of garden premises shall be removed and water stagnation should be cleared .

33. Cost of replacement/vacancy filling of seasonal and other flowering plants and trees shall be deemed as included in the price quoted against the items. Plantation of new plants and trees in the gardens, flower pots, and by the sides of roads and other areas including filling up gap in hedges as and when instructed by the Chief Engineer or his authorized Representatives should be carried out without any extra cost with available nursery plants or saplings or the plants and trees which shall be procured by the contractor and the cost shall be reimbursed as per actual on production of receipts
34. The work of urgent nature like removal of bee hive, clearing of fallen tree, branches etc. Shall be attended within 24 hours of intimation on telephone or through site order by the Chief Engineer or his authorized Representative .Failure to execute the same within the stipulated period ,the same may be executed at the cost and risk of the contractor and besides suitable penalty, recovery will be made as per as per relevant clause
35. All rubbish generated from lawn and gardenlike dry leaves, grassetc.and other decomposable waste shall be put in compost pit and covered with garden earth mixed with cow dung on daily basis . The excess unwanted waste, dried leaves, mowed grass etc. may be burnt once in a week only in the presence and at the direction of an Chief Engineer or his authorized Representative , at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the occupants or Public in the surroundings. Extra rubbish including tree branches, excavated material to be disposed off on monthly basis by transporting the same at places pointed out by the Chief Engineers Representative within a lead of 3KMS. etc. complete. If the contractor fails to clear the same within the stipulated period as per specification, the same may be executed at the cost and risk of the contractor and besides suitable penalty amount, other recovery will be made as per as per relevant clause from the payment due to the contractor
- 36.The Contractor without any extra cost shall arrange positioning (keeping) the flower plants at number of places within Port area whenever there is a function/programme including loading and unloading and removal of the same after the programme is over as instructed by the Chief Engineer or his Authorized Representative.
37. If demanded by the port staff at any time round the clock, the Contractor shall immediately arrange to deploy a Highly Skilled Snake Catcher to remove snakes (poisonous /non – poisonous snakes) from the garden site / Bungalow and re-locating the same to any place as directed. Separate Payment for the above work shall be made by the port. The Contractor shall intimate to the port the cost for deployment of highly Skilled Snake Catcher on per visit basis.
38. The work of cutting of uprooted / dead trees as and when instructed and pruning of trees branches by climbing at height of big banayan trees,pimpal trees and other jungle trees once a year or as & when instructed ,removing of parasite plants from the trees, cutting of roots,transporting of other debris, etc. are to be executed through labour supply item No.8 of the schedule without any

extra cost .If the above given works are not carried out within the given time, may be executed at the cost and risk of the contractor and besides suitable penalty amount, other recovery will be made as per as per relevant clause from the payment due to the contractor.

39. The work of plucking of coconuts and other seasonal fruits is to be executed through laboursupply item No.7 of the schedule without any extra payment once in year or as & when instructed by the chief Engineers Representative.If coconuts are not plucked within the given time, the same may be executed at the cost and risk of the contractor and besides suitable penalty amount, other recovery will be made as per as per relevant clause from the payment due to the contractor.
40. The Contractor / authorized site supervisor shall arrange and supply labours per item no. 7 of schedule of quantities and rates in time, within a day before intimation to them by verbal /writing /short message service (SMS} through mobile phone. Labour supplied by the contractor may be utilized for any type of work and for other port work as per port needs. Even they should be capable of loading and unloading of cement bags. The Contractor has to supply labour more than the tender quantity if demanded by us, at the same quoted rate. If labours are not supplied, the deduction will be carried out at Rs.800/- per labour or on pro-rate basis on the rate quoted at tender Item No. - 9 or at the actual payment of other agency who has supplied the labour to the port, whichever is higher.
41. The contractor shall provide a set of Uniform and rain protective gears to the workers / gardeners .There are snakes in and around campus and hence the contractor shall provide gum-boots and hand gloves to the workers / gardeners as protective measure.
42. The contractor shall be fully responsible for any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor .The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities
43. The contractor will be required to extend the benefit of Workmen compensation Insurance policy to all his workmen engaged for the said job.It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor should maintain First Aid Kit at the site and ensure that all his workers are adequately trained in administering First Aid in case of Emergencies.
44. The contractor shall have to fulfil all the statutory requirements as per the provisions of law i.e. Contract labour Act, Minimum wages Act,and other related labour legislature ,EPF& ESI Act etc. as amended from time to time, indemnify the Board from any claim in future or due to any breach of the statutory requirements.The Chief Engineer as a principal employer shall enforce the provision of these Acts. All statutory requirements shall be scrupulously

followed, Noncompliance in this regard, the bill will not be processed and may lead to necessary action as deemed fit.

45. The Contractor should maintain and update all records of labour employed for this work and produce the same to the Chief Engineers authorized Representative regularly and any other Competent Authority as and when required..
 - 1) Register of Wages in Form XVII
 - 2) Register of Workman Employed by the Contractor in form XII
 - 3) Any other records to be maintained under various act as applicable
 - 4) Material Register (stating all the items indicated in Annexure-II
 - 5) Site Instruction Book.
 - 6) Joint record/measurement register.
 - 7) Any other record as applicable under various act.
 - 8) Muster roll in form XVI
46. Joint measurement will be taken on every month 1st working day along with contractor/Authorized representative for the earlier month work executed by the contractor. If the contractor/Authorized representative not reported on the joint measurement day (1st working day of the month) the measurement will be taken & recorded by the departmental representatives and payment will be made accordingly and no claim shall be entertained on this.
47. The payment on monthly basis will be made within 5 days on submission of bill in triplicate based on joint measurements after satisfactory compliance of all the maintenance works in all respects as per the garden maintenance schedule, detailed in schedule of quantities and rates, scope and specifications of the entire work and as directed by the Horticulturist/ Chief Engineer or his authorized Representative and along with submission of proof /challan of payment of monthly ESI /EPF for all the deployed personnel at Port for the maintenance work. In case the contractor deploys less number of manpower than minimum specified work force in any day, recovery shall be made @ 1.5 times the prescribed ongoing minimum wages in force prescribed by Chief labour commissioner (central) in time to time for such workers from the monthly bill.
48. Security Deposit will be refunded one month after satisfactory completion of the maintenance and after issue of completion certificate by the Chief Engineer.
49. Income tax and other statutory levis as applicable from time to time including amount towards penalties shall be binding on the contractor and will be deducted from the bill.
50. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of his workers by 5th of the every month and there should be no linkage between this payment and settlement of the contractor's bill
51. Penalty up to Rs.500/- per month will be imposed for each of the following lapses
 - a) Not attending any urgent nature works / noncompliance of any instructions site orders within a stipulated period given by the Chief Engineer his authorized Representative.

- b) Non-watering/ partial watering of plants on any day. c) Unscrupulous cutting of trees/plants and allowing them die.
- d) Non disposal All rubbish like dry leaves relevant clause as specified above
- e) Not providing of Uniform and rain protective gears to the workers / Gardeners within a week from commencement of work.
- f) Fail to provide and put on work one no. of working electrical /mechanical lawnmower within seven days of every two months of due period as per the schedule of lawn mowing or as instructed by Horticulturist /Chief Engineer or his authorized Representative.
- g) Not supplying of garden earth, manure, fertilizers etc. in full quantities as per the Rate Schedule of items within three months of commencement of the work and then non maintenance of monthly stock of garden earth and manure at any time in a month .
- h) The Contractors failure to execute any of the item or activity of garden maintenance work as per schedule of quantities and rates ,schedule of garden /horticulture maintenance attached with tender and as instructed by the Chief Engineer or his authorized Representative in writing in time for compliance within the specified period
- i) Fail to deposit the PF & ESI and payment of minimum wages as per labour Act for all the deployed maintenance personnel at the garden site for any calendar month within the stipulated period.

52. Contract can be terminated if the Contractor:-

- a) During a contract period of one year, default of any one of the above clause no .51 point from” a” to” i” in three times and also if total recovery towards deployment of less manpower than minimum specified and on account of penalty is more than 25% of the tender value than the garden maintenance work will be treated as non-satisfactory performance of the contractor and as a penalty maintenance contract will be terminated by giving a month’s notice with forfeiting 100% of the security deposit (SD) for the entire contract .
- b) If it is observed at any stage that the quality of the work is not satisfactory, the contract /work order as a whole may be terminated and security deposit forfeited.
- c) Has without reasonable cause suspend the progress of the work and if failed to deploy 100% of the minimum manpower as detailed at sr. no 24 above and as per schedule of quantities and rates at the maintenance site for not more than 3 days in a calendar month or has failed to proceed with the work so that in the opinion of the Chief Engineer (which shall be final and binding) that he will be unable to secure completion of the work by date for completion and continues to do so after notice in writing in fourteen days from the Chief Engineer or his authorized Representative .
- d) Persistently neglects to carry out his obligation under the contract and /or commits default in complying with any of the terms and conditions of the contract

and does not remedy it or take effective steps to remedy it within 14days after a notice in writing is given to him in that behalf by the Chief Engineer or hisAuthorized Representative

e)In the event of instances of gross misbehavior, theft ,burglary ,moral turpitude ,misuse of Port property by the contractor or by his any staff or agent ,Board of Trusty /Chief Engineer may forthwith terminate the contract summarily without any previous Notice to contractor and contractor shall have no claim whatsoever against Board of trustee or any of its officers in consequences of such termination

55. Immediately on the termination or expiry of this contract, the contractor and his employee and agents shall peacefully vacate from the premises and ensure that no such person shall create any disruption /hindrance . He shall handover along with the garden inventory to the Chief Engineers Representative and shall remove all its stores etc.

56.The additional special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing instructions to Tenderers, General Conditions, Special conditions and General Specifications forms an integral part of the tender document and the same shall be submitted along with the Volume-I of the tender documents all duly signed by the tenderer.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and GuestHouse including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

ADDITIONAL GENERAL CONDITIONS OF CONTRACT.

1. The tender is on percentage rate basis. The quantities mentioned in the Schedule of Quantities and Rates are only approximate which may vary from lower to higher side depend on the nature of work but restricted to the total tender amount, and the Trustees are liable to pay for only such quantities of work as are actually executed.
2. In the percentage rate quoted by the contractor shall be inclusive of Sales Tax, General Tax, Octroi, Excise Duty, Income Tax etc. and all other incidental charges that the tenderer may have to bear for the execution of the works.
3. The Tenderer's should engage supervisory staff and he shall be fully experienced in the type of work to be carried out under their supervision.
4. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
- 5(a) without limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol.1). The contractor shall insure, at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the Excepted Risks) for which he is responsible under the term of the contract and in such manner that the Board and contractor are covered during the period of construction of the works and are also covered during the free of Maintenance period for loss or damage arising from a cause occurring prior to the commencement of the period of Maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause 45 of G.C.C. (Vol-1)
 - (I) The Works are the Temporary works to the full value of such executed from time to time.
 - (II) The materials, Constructional Plant and other things brought on to the site by the contract to the full value of such materials, Constructional Plant and other things.
- 5(b) Such insurance shall be effected with an insurer and in terms approved by the Board and the contractor shall whenever required produce to the chief Engineer or

the Chief Engineer's representative the policy or policies of insurance and the receipts for the payment of the current premia provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall tender the contractor liable to insure against the necessity for repair or reconstruction of any work constructed with material or workmanship not in accordance with the requirements of the contract

6 (a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (Including any employee of the Board) by or arising of the execution of the work or Temporary Work or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C.(vol.1).

6 (b) Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representative the policy or policies of insurance and the receipt for the payment of the current premia.

7. The Contractor shall insure against accident, injury etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representative such policy of insurance and the receipt for payment of the current premia. Provided always that in respect of any persons employed by any sub- contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or the Chief Engineer's representative when required such policy of insurance and the receipt for payment of the current premia.

8. If the Contractor shall fail to effect and keep in force the insurance referred to in the above mentioned clauses hereof or any other insurance which he may be required to effect under the terms of the contract then and in any such case the Board may effect and keep in force any such insurance and pay such premium or premia as may be necessary for that purpose and from time to time deduct the amount so paid by the Board with interest as stated in Vol.1 as aforesaid from any money due or which may become due to the contractor or recover the same as debt due from the contractor.

9. The successful tenderer will have to submit within fortnight after receipt of the acceptance Letter a phased program of execution of different items of work.

10. SUPPLY OF WATER.

The contractor shall as far as practice having regard to the conditions, provide on the site to the satisfaction of the Chief Engineer's Representative, adequate supply of drinking water and other water for the use of the contractor's staff and workmen.

11. In case of any breakdown of water pipeline or any other water supply related works, the Contractor shall take up the repair works on urgent basis and complete the same on the same day to restore the water supply. In such cases, 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, Volume-1 Of the tender document will be given for which the Contractor should bear the cost of overtime, if any, which may have to be paid to the Port's supervisory staff. The rate quoted shall be inclusive of overtime etc. and no extra payment will be entertained.

12. EPIDEMICS

In the event of any outbreak illness of an epidemic nature, the contractor shall comply with and carry out such regulations, orders and requirements as may be made by the Government or the Local Medical or Sanitary Authorities for the purpose of dealing and overcoming the same.

13. DISORDERLY CONDUCT ETC:

The contractor shall, at all times, take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons and property in the neighborhood of the works against the same.

14. FOOTWARE, GLOVES ETC:

In partial modification of clause No.31 of the General Conditions, the contract, the contractor shall at his own expenses provide footwear and gloves for all labour employees on concrete mixing work and all other types of work involving the use of tar and cement, etc. to the satisfaction of the Chief Engineer or his Assistant.

15. ACCIDENTS:

The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accident to the Chief Engineer or his Representative. The contractor shall also report such accidents to the concerned constituted authorities.

16. The tender is on Percentage Rate Basis and the Tenderers are required to fill the Schedule of Quantities and Rates as stated in directions to Tenderers for filling in the Schedule of Quantities and Rates.

17. The Taxes involved in the execution of Work Contract Act 1935 shall be borne by the contractor and rates quoted by the Tenderers shall be inclusive of the said tax also.

18. The contractor and his workers/agent 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.

19. 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.

20. Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas. The contractor shall clear away all the temporary structures built within a period of fourteen days after completion of the work and leave the whole of the site clean to the satisfaction of the Chief Engineer. In case failure of this , the same will be carried out by deputing /engaging other agency at the risk and cost of the contractor.

21. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/ store /labour hutment's required in the contract works. Licence fees on Port land for maintenance office buildings and other structures at Mormugao Headland Sada slopes and Baina.

22 . Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/ store /labour hutment's required in the contract works. Licence fees on Port land for maintenance office buildings and other structures as per Port Schedule of Rates .

23. No temporary structures/sheds, which are constructed to house the contractor's office/store/labour hutments, shall be permitted to be retained during the period of maintenance.

24. If for any reason the entire site cannot be handed over to the contractors, the Contractor shall immediately commence the work in the portion of the site released. If in the opinion of the Chief Engineer, contractor's work is held up or totally stopped due to non- availability of the remaining site, the Chief Engineer may extend the time for completion of the work by treating non- working period for such days as he shall consider immediately on being informed that the remaining site is available for the work.

25. 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.

26. The portion of Security Deposit due for refund in accordance with the Conditions of Contract, after physical completion of the work, will not be refunded except with the prior permission of the Chief Engineer, unless and until contractor submits the final bill based on joint measurements.

27. All the debris/ kutchra etc. arising out of this work shall become the property of the contractors and they shall make necessary arrangements to dispose it off at no extra cost to Port Trust. The debris/kutchra etc. shall not be dumped in Port Trust estate. If any of Port Trust debris/kutchra etc. is found dumped in MPT estate, a fine of **Rs. 5,000/- per lorry load** will be recovered from the contractor.

28. In case of excess under any item, the contractor should bring it to the notice of the concerned Chief Engineer well in time for obtaining necessary sanction.

29. Further to the provisions in the General Conditions of Contract, upon the Chief Engineer certifying that in his opinion, the contractor, after receiving from the Chief Engineer, a written notice,

1. Has suspended progress on any portion or items of the works for seven days, or
2. Has failed to make proper progress on any portion or items of the works for seven days, or
3. Has failed to complete any portion or item of the works by the time specified by the Chief Engineer, or
4. Has failed to remove from the site for seven days, material which have been condemned and rejected, or
5. Has failed to pull down within seven days and rebuild within the time stipulated by the Chief Engineer works which have been condemned and rejected, or
6. Has failed to give to the Chief Engineer or his representative proper facilities for inspecting the works or any part thereof for three days, or
7. Has failed to carry out proper tests for three days on any work or materials,

Then the Trustees, without restricting, prejudice to their rights under Clause, Nos. 57.1 of the general Conditions of Contract and expelling the contractors from the site of works, without determining the contract and while permitting the contractor to carry out or employ another agency to carry out at the risk and cost of the contractor,

- a. The execution of such portions or items of the work which the contractor has suspended or failed to make proper progress or failed to complete within the specified time, and or
- b. Removal of condemned and rejected material from the site, and/or
- c. Pulling down and rebuilding of condemned and rejected works, and/or
- d. The provision of proper facilities to the Chief Engineer or his representative for inspecting the works, and/or
- e. Testing of any work or materials,

In such cases Additional expenditure incurred, if any, by the Trustees over and above that which would have been incurred by them had above works been carried out by the contractors under the terms of this contract shall be paid by the contractor to the Mormugao Port trust. The trustees reserves their right to recover their additional expenditure from the moneys payable to the contractor or from deposits or such amounts that may have been lodged by the contractor with the Mormugao Port Trust for due performance of the contract under these presents. The Trustees further reserve their right to recover such additional expenditure from the moneys payable to the contractor for any other contract or transactions of any nature whatsoever existing between the trustees and the contractors.

30. SUPPLY OF MATERIALS:

No material to be supplied by the MPT. Contractor shall make his own arrangements to procure all the materials whatsoever required for the execution of the works covered under this tender.

31. All the material to be used for the work shall be as far as possible, in accordance with the relevant specifications. However, the final approval of the material shall be at the sole discretion of the Chief Engineer or his representative depending upon the availability of the material in the market.

32. All the materials to be used in the structure shall be conforming to relevant ISI specifications or as specified in the Tender Schedule. Contractor shall undertake laboratory test as specified in the relevant I.S.I. order at the discretion of Chief Engineer and only approved materials/approved brand of materials shall be used.

33. The contractor should make arrangements to keep in stock minimum materials required to attend day to day emergency maintenance work.

34. VALUATION OF EXTRA ITEMS OF WORKS & VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS

(A) VALUATION OF EXTRA ITEMS OF WORKS

The rates of extra items of work not contained in the Schedule of Quantities and Rates, shall be fixed only on the following basis:

- (a) from similar items, if such items exists in the tender, or
- (b) from any comparable item, if such items exists in the tender.

If (a) and (b) are not available then,

- (c) from MPT's SOR / Rate Analysis and using current costs of labour and materials and with allowance of 10% on direct costs towards the contractor's profit and over head.

If (a), (b) and (c) are not available then,

- (d) from actual direct cost of labour and materials consumed and with allowance of 10% towards contractor's profit and overhead.
(In such cases, rates of labour and materials and hired charge of hired plant shall be supported by vouchers).

Rates of labour and material and hired charges for plant owned by the contractor shall be fixed by the Chief Engineer.

(B) VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS:

In the event of any modification in the work being effected in the items of work covered in the Schedule of Quantities and Rates with the prior approval of the Chief Engineer in such cases, only such modified items of work shall be revalued on the basis of MPT Rate Analysis pertaining to that item of work. If the modification is effected by the contractor without prior approval of the Chief Engineer, then the Chief Engineer will be at liberty to reject the same. However, in the event of Chief Engineer's acceptance on such work, the same will be re-valued on foregoing basis but the rate arrived at will be reduced by 10%.

35. MODE OF PAYMENT:

The procedure for preparation and settlement of contractor's bills is as under:

- (i) **100%** of the bill will be paid within **5 working days** from the date of acceptance of undisputed bill by the Department after satisfactory completion of the work. The undisputed bill, based on joint measurements shall be submitted in original plus four copies (along with ESI, EPF, MR, Wage register etc). The joint measurements shall be signed by the Junior Engineer, the Officer in-charge and the Contractor/ Authorised representative of the Contractor. In the absence of Junior Engineer, the joint measurements shall be signed by the Officer in-charge and the Contractor/authorised representative of the Contractor.
- (ii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealing with the Mormugao Port trust.
- (iii) Retention Money will be recovered through the bills at the rate of 5% of the amount certified in each bill.

The Chief Engineer may sanction part rates for partly executed items of work mentioned in the Schedule of Quantities and Rates as may be deemed necessary by him.

36. FACILITIES FOR WORKS OF OTHER AGENCIES:

Contractor shall take care that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, laying of cables or any other work, which will be awarded during currency of this contract. The contractor, shall accord all facilities to various agencies/ contractors such as place for storing their material place for site office, etc. in consultation with the Site Engineer and carry out his activities in close co-ordination with all agencies.

37. No Port Trust structure/room is available for storing the materials brought, at site by the contractor. The contractor shall make his, own arrangement to construct a temporary storeroom at his risk and cost, at or near the site of work, as directed by the Site Engineer. However, the same will be used for storing materials only and not for residential purpose and the same will be dismantled and removed from the site, immediately on completion/ termination of work. The final bill of the work will not be settled, unless the site is completed cleaned of all the materials.

38. In case of Fabrication/other maintenance works under the Contract, the contractor shall be permitted to keep the materials at Maintenance Site Office at his risk, free of cost for a period of 48.00 hrs. Subject to availability.

39. The contractor should specially note that there should not be any disturbances to the MPT Staff's working in the Department and also take necessary steps to prevent noise, dust pollutions etc. in the Office.

40. The contractor shall have EPF Registration No. of the firm and shall contribute towards Employees Provident fund (EPF) and submit the copy of the same along with the details in the prescribed format while submitting bills.
41. Contractor who does not have ESI registration shall take the Insurance policy under the Indian workmen's Compensation Act 1923 to be taken to cover the workers employed by them on the subject works, against the risks involved in the execution of work. Original policy to be produced for Scrutiny before commencement of work and original policy will be returned after scrutiny.
42. THE DESCRIPTION OF ITEMS MATERIAL IN THE TENDER IS FOR REPLACING THE OLD LINES/ AS WELL AS LAYING/FIXING OF NEW LINE/FITTINGS ETC.
43. In case of breakdown of works are carried out, necessary sign board shall be displaced to avoid any accident for movement of traffic or person.
44. **THE QUANTITIES MENTIONED IN THE ITEMS OF SCHEDULE OF QUANTITIES & RATES ARE TENTATIVE AND MAY VARY BASED ON THE ACTUAL REQUIREMENT OF MAINTENANCE WORKS. THE CONTRACT SHALL BE FOR A PERIOD OF 12 MONTHS .**

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and GuestHouse including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

SCOPE OF WORK

1) Overall Maintenance of the existing garden in and outside of MRH-1 bungalow and guest house garden premises in a very presentable condition in order to give a beautiful look to the premises having total area of approx. 3.00 acres (12,141.00 sqm.) including 660sqmts of plinth/floor areas of bldg. Structures and other comprises of roads, garden with lawn, plants/trees/ shrubs/ground covering, creepers, hedges, vegetable and flowerbed, potted plants, structures etc. as well as any other future additions thereof by deploying sufficient experience garden staffs but not less than as specified below with all tools, tackles, etc. per day between 8.00am to 12.00pm and 2.00pm to 6.00 pm. on all days excluding Sundays and Holidays by taking care of statutory provisions in these regard including supervision by authorized, qualified and experienced Supervisor cum Sr. mali etc. with reference to the garden & horticulture maintenance schedule and as instructed time to time by Horticulturist /Chief Engineer or his authorized representative. All labours, equipments, tools and plant, materials etc. complete.

a) Regularly watering the garden plants, trees, hedges, shrubs, creepers and lawns before 11.00am and after 4.00pm through hosepipes and adjustable sprinkler respectively.

b) Every alternate day watering of Lawn, Potted plants, pathway side hedges, shrubs and plants around the garden/lawn and side of pathway and compound wall.

c) Daily operation of motor for drawing water from Port guesthouse sump and borewell inside the garden premises and watering the garden, lawns with required hosepipes and adjustable sprinklers.

d) Weeding out every month in garden and in lawn areas

e) Mowing of lawns by using mechanical lawn mower regularly (not exceeding two months) to maintain the grass height and not to allow grass to grow wild

f) Pruning and trimming of tree branches of banyan tree, Pimpal tree and other trees at height twice a year.

g) Pruning and clearing of hedges, shrubs, creepers regularly once a month to maintain desired height and not to grow it wild,

h) Hoeing/Loosening and mulching, adding good soil and manure, fertilizers, making bund of shrubs and hedges, plants, trees twice in a year.

i) Providing minimum required maintenance tools and equipments as listed at –of the tender to execute the maintenance work within 10 days of award of the work.

j) De-potting and Repotting of potted plants with good garden soil mixed with organic manure or cow dung should be taken up once a year within three months of

- commencement of the work etc. as directed by Horticulturist/Chief Engineer or his authorized representative.
- k) Plucking of coconuts and other seasonal fruits once a year or as and when directed by Chief engineer or his authorized Representative.
- l) Gap filling / replacing spoiled patches of lawns and hedges with fresh grass/hedges of same nature and with available grass and hedges, plants once a year in monsoon.
- m) Application of fertilizers ,pesticide ,manure in garden plants hedges, shrubs, lawns as per item no. 6 shall be done in the month of October and November once in a year or as directed by Horticulturist /Chief Engineer or his Representative.
- n) Maintenance of creepers :Supporting and Climbing the Creepers in the desired shape, watering, Cutting, Curing as per routing requirements,
- 2) Maintenance of open area ,roads adjoining the gardens in neat and cleaned condition by sweeping with brooms , removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens in and out of MRH-1 bungalow garden premises on all days including Sundays and Holidays by taking care of statutory provisions in these regard including supervision by authorized etc. complete
- 3) Housekeeping maintenance MRH-1 bungalow and other building structures inside the premises by deploying minimum 2 nos of Mazdoor (sweeper) etc. complete
- 4) Supply & stacking of good quality red garden earth free from stones etc.complete.
- 5) Supply & stacking of well decomposed dry farm yard cow dung manure .etc. complete
- 6) Supply of following materials like Fertilizers, pesticides and fish food . All labour ,tools ,royalty and carriage with all leads and lifts and plants etc. complete.
- 7) Arranging visit cum inspection of authorized Horticulturist once in three months to the garden premises etc. complete
- 8) Supplying of labour with necessary tools etc. as and when directed for 8 hrs./ day for maintenance work other than routine garden maintenance work , etc. complete
- 9) Removing & disposing the "BEE HIVE" or any other insects etc. complete
- 10) Supply of potable water in water tankers during Port area water shortage and as and when instructed by Chief Engineer or his authorized representative for the gardens, etc. complete.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and GuestHouse including housekeeping at MRH-1Bungalow at Headland for a period of one year 2019-20”.

SPECIFICATION OF WORKS

1. GENERAL: The work shall consist of maintenance of the existing established garden in and out of MRH-1 bungalow and guest house premises comprising of maintenance of flower beds, hedges, groundcovers, potted plants, including fruit bearing trees ,coconuts ,nursery, kitchen garden, plantation and civil works associated with horticulture – ponds , fountains ,sitting benches ,statues etc. by watering ,hoeing,manuring, mowing,weeding rolling ,sweeping and remodeling the existing garden, maintaining cleanliness of road, pathways pavements,sheds,structures etc. including horticulture and housekeeping works as per schedule of quantities, specifications ,schedule of garden/horticulture maintenance ,additional general conditions , and as instructed by the Horticulturist/Chief Engineer or his authorized Representative in time to time. The contractor shall provide and maintained all tools, Lawn mowers, hosepipes sprayers, sprinklers ,dusters ,rollers, other accessories and any other tools equipment’s, deploying sufficient garden and housekeeping staff etc. required for satisfactory maintenance including providing minimum specified garden staff on work daily during the period of contract . The contractor will be provided with open space at the site of work for storage of tools,equipment’s etc. and has to make his own security arrangements for storing the same.

2. WATERING AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

Watering garden, lawn ,potted plants, hedges ,flower& vegetable beds, kitchen garden plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning before 9.00 hrs. and in the evening after 4.00 P.M.& and not in the hot sun to avoid heavy transpiration with hosepipes, sprinklers, in different areas ,in and out of the premises. Water has to pumped by operating motor through sump at Port Guesthouse as well as from bore well within the premises. .Waterline with suitable outlet for watering the garden are provided to cover all areas .The water shall be made available free of cost at the above outlets .The maintenance contractor shall also should supply water through tankers fitted with motors & sprinklers/hosepipe etc. at the quoted rates during the water shortage and as directed by the Chief Engineer or his authorized Representative. The contractor shall also arrange for storage tanks to store water without any extra cost. and draw water for watering of lawn ,plants ,trees ,hedges ,flowerbeds ,shrubberies ,potted plants etc. on regular basis at places where garden water supply outlets are not provided ,the contractor shall make his own arrangements to carry water to required sites with hosepipes /tanks etc, at his own cost. Watering of lawns should invariably be done by portable sprinklers. The contractor should purchase and maintain on site at least 4 sets of sprinkler irrigation system of lawns.

3. LAWN MAINTENANCE AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

The Routine Maintenance of lawn includes irrigation of lawn once in two days with suitable adjustable sprinkler, Removal of weeds at least once in a month and as need arises, replacing spoiled patches of lawns with fresh grass of same nature once in year in monsoon, leveling of lawn. with the help of Lawn Mower (Hand driven or Power driven) should be carried out once in two months or need arises , Cutting the edges to provide picturesque Lawns, Pruning and Shaving off the Grass, once in a year, making the Soil rich by addition of a 3 mm thick layer of well decomposed Cow Dung Manure , fine leveling with the help of ½ Ton Roller and other garden Implements, Mixing Neem Cake, well decomposed Cow Dung Manure & Urea and its application to the lawn preferably in the month of September or October, application of fertilizers pesticides ,insecticides ,fungicides weedicides should be carried out atleast once a year in the month of October/November in proper doses as specified by the Horticulturist and to the satisfaction of the Chief Engineer or his authorized Representative. All the materials like garden earth, cowdung,fertilizers.

Daily cleaning and removing dry leaves from the garden/lawns

Protection against and control of insects, pests and diseases by spraying insecticides, fungicides etc. once in six month or on need base.

Weeding and Mowing of lawns of guest house by using Mechanical Lawn Mower regularly (not exceeding two months) to maintain the grass height not exceeding two inches from ground, so as not to allow grass to grow wild.

Trimming and replacing spoiled patches of lawns in guest house with fresh existing grass of same nature

The existing lawn in guest house shall be scrapped and forked as required and shall be top dressed with 20-25mm thick layer of cow dung manure and good earth mixture in a ratio of 1:3 at least once in year in the month of May/June and or as directed .

4. WEEDING AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

All unwanted plants out of place are to be weeded out along with roots in the lawn, hidden under grass or otherwise shall be removed to ensure that no more weeds are left which may come up within a fortnight of the weeding. Maintenance of green area including removal of wild growth etc. every month in monsoon season and at an interval of every two months other than monsoon season in entire Bungalow premises measuring approximately 3.00 acres (including buildings & structures, roads etc.) to the satisfaction of the Chief Engineer or his authorized Representative.

5. PRUNING & TRIMMING & HEDGES , PLANTS / TREES, SHRUBS... ETC. :-

The hedges, shrubs, plants, creepers, trees should be trimmed periodically and maintained in good shape. Pruning & trimming should be done at regular intervals of at least every month , strictly ensuring no damage to the beauty & aesthetics of the hedges & plants on all sides to the satisfaction of Chief Engineer or his authorized Representative.

6. MAINTENANCE OF HEDGES / EDGES AT GUEST HOUSE

- a) Hedges cutting shall be required once in two months in proper height and shape.
- b) The hedges shall be free from disease and unwanted obnoxious weeds for plants.
- c) Clearing of weeds around the hedges plant shall be done regularly as required and as directed by the horticulture In charge.
- d) Gap filling with same available species will be done by the contractor.
- e) The hedges plants shall be regularly manured with well decomposed cow dung or another chemical fertilizers as required and as directed by the
- f) Irrigation will be required once or twice in a week (excluding rainy seasons per availability of water).
- g) After pruning of hedges, the pruned materials shall be collected by the contractor and disposed off at specified locations as specified
- h) It will be the responsibility of the contractor to ensure proper maintenance of roads and adjoining areas free from grass and other waste materials.

7. MAINTENANCE OF FLOWER, FOLIAGE, ROSE AND CANNAS BEDS AT GUEST HOUSE

(a) The contractor will maintain beds of flowers, rose, cannas and other Gulmohar plant, etc. including preparation of beds, grafting of plants, rose plants beds annual seed with the help of using chemical fertilizers, manures, cow-dung watering, weeding, thinning, spraying of insecticide etc. as per direction of the horticulture /Chief Engineer or his authorized representative.

(b) The contractor will ensure that maximum healthy flowers are available throughout the year in these beds.

(c) The quantity of cow dung manure to be used shall be 2.5 to 3 cum / 100 Sqm. Of flower and rose beds area / year in the month of September – October or as per the direction of the horticulture /Chief Engineer or his authorized representative.

(d) The Flowers beds will be changed / replanted every year as per the direction of horticulture /Chief Engineer or his authorized representative. The flower plants shall be provided by the department.

8. HOEING/ LOOSENING ,ADDING GOOD SOIL MIXED WITH MANURE AT MRH – 1 BUNGALOW:

- The soil near the plants shall have to be loosened by breaking the clods. Removing unwanted vegetation dressing up the area to required slopes and shapes, making bund to retain water by adding good garden soil mixed with manure once in a year as instructed in time to time by Horticulturist /Chief Engineer or his authorized representative

9. FLOWER / VEGETABLE BEDS AT MRH – 1 BUNGALOW

The contactor shall execute the approved plan of planting and maintaining seasonal flower beds and vegetable once the seasons is over the beds should be replanted with new seasonal plants/vegetables after cleaning the area all as instructed by Horticulturist / Chief Engineer or his authorized Representative.

10.SUPPLY & APPLICATION OF FERTILIZERS AT MRH – 1 BUNGALOW AND GUEST HOUSE: -

The Contractor has to supply packed fertilizers and apply the fertilizers , Mixing Neem Cake, well decomposed Cow Dung Manure & Urea .etc .(to be taken from item No.4&5to the lawns. Shrubs. trees flower beds etc. as per dose recommended by the Horticulturist one times in contract period in October/November in proper doses as specified by the Horticultraist and to the satisfaction of the Chief Engineer or his authorized Representative

11.TAKING CARE OF PLANTS AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

The contactor shall take care of the plants flower lawns hedge trees and all other garden feature in the to keep them tree from insects pests and disease .The contactor shall protect the plants from the diseases attack at insects pest by application of organic pesticides like Neemcake oil periodically in consultation of horticulture consultant and as instructed in time to time by Horticulturist /Chief Engineer or his authorized representative.

12. MAINTENANCE OF POTTED PLANTS.:-

MRH – I BUNGALOW:

The contractor will maintain the potted plants by watering, weeding Hoeing . trimming ,application of insecticides and fungicides ,application garden earth and manure (to be taken from item No.3 ,4& 5), depotting & repotting, cleaning of the pots within three months of taking over the work and place the pots at different locations and keep changing the pots periodically as directed in time to time by Horticulturist /Chief Engineer or his authorized representative.

GUEST HOUSE:

- (a) Every alternate day watering plants inside and outside the guesthouse buildings
- (b) Monthly weeding, and cleaning of dry leaves, pruning and light digging of soil.
- (c) Quarterly application of manures and fertilizers, spraying of insecticides and pesticides, (iii) Weekly rotation of plants inside and outside the buildings and positioning rest of the potted plants at plant yard.
- (d) The pots & plants will be supplied by the department , The planting would be the responsibility of the service provider.
- (e) Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure.

13.MAINTENANCE OF CREEPERS AT MRH – 1 BUNGALOW:

Supporting and Climbing the Creepers in the desired shape, watering, Cutting, Curing as per routing requirements, Regular Maintenance of the beds or the pits as the case may be. All as directed in time to time by Horticulturist /Chief Engineer or his authorized representative

14.MAINTENANCE OF TREES ,PLANTS ,CREEPERS AND SHRUBS AT GUEST HOUSE:

The minimum area of 2 to 2.5 ft . around the small tree and 3 to 3.5 ft. for big tree shall be kept free from all kind of weeds.

b)The plants shall be watered regularly as required and as directed by Horticulturist /Chief Engineer or his authorized representative

c)The dry and fallen leaves of trees will be collected ,cleaned and disposed off as per specification stated below.

d)Light pruning ,trimming ,thinning etc of hedges ,shrubs ,creepers etc.(not exceeding 30 days) to maintain the required height from ground, so as not to allow hedges shrubs to grow wild .

e)Hoeing operation of shrubs & hedge plants twice a year to loosen the soil near the plants ,removing weeds and dressing up in required slope and making basins .

f)Proper maintenance of shape of plants ,trees to be kept after pruning and removal of unwanted branches of shrubs

g)Spraying of chemical ,application of manure etc. will be done from time to time as per requirements and direction of horticulturist .

h)Gap filling and new plantation of tree, shrubs, creepers will be done by the contractor without any extra cost as per direction of horticulturist. The necessary plants, trees, shrubs , creepers etc . will be supplied by the department .

i)The complete area where the trees , shrubs and creepers are planted in open field shall be kept free from weeds and disease throughout the period .

j)Lifting of fallen trees, branches and twigs (dead, dried and de generated) etc. and storage will be done as per the direction of horticulturist /

k)Propagation of annual /biennial /perennial plants under the supervision and guidelines of horticulturist .

l)Trimming of tree branches within the premises twice in a year as required as per instructions of Chief Engineer or his authorize Representative .

15.MAINTENANCE OF PERMANENT FIXTURES AT MRH – 1 BUNGALOW:-

Paths , garden water drains, manhole covers ,statues ,sitting benches, fish ponds lotus ponds and any other permanent fixtures forming the part of the garden and will not be deducted from the garden area for the purpose of payment. The contractor has to keep these permanent fixtures neat and clean by sweeping removing any vegetation growing on them and washing them with water to keep them clean so as not to spoil the general appearance of the garden areas at least once in a month as directed by the Chief Engineer or his authorized Representative.

16.UNWANTED GRASS AND JUNGLE AT GUEST HOUSE

(a) Clearing & cutting of grass and jungle covered boundary wall Park area in the guest house premises once in six month i.e. June & December.

- (b) After clearing and cutting grass /jungle shall be collected by the contractor and disposed off at specified locations as directed horticulture /Chief Engineer or his authorized representative .

17.PREPARATION AND MAINTENANCE OF NURSERY/ NEW PLANTS AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

Propagation of plants by cutting suckers layers etc. from the existing plants in the garden in plastic bags of UV. Resistance to be supplied by the Department and then maintenance during the period of contract or till they are utilized.(soil and manure to be taken from item No 4&5.) .All as directed by horticulturist / the Chief Engineer or his authorized Representative.

18.DISPOSAL AT MRH – 1 BUNGALOW AND GUEST HOUSE:-

All waste generated from lawn and garden like dry leaves ,grass..etc.and other decomposable waste shall be put in compost pit and covered with garden earth mixed with cow dung on daily basis. The excess unwanted waste, dried leaves, mowed grass etc. to be put in the pit and put garden earth above it to form a compost or may be burnt once in a week if permitted only in the presence and at the direction of an Chief Engineers Representative , at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the occupants or Public in the surroundings. Extra waste including tree branches, excavated material to be disposed off on monthly basis by transporting the same at places pointed out by the Chief Engineer or his authorized Representative within a lead of 3KMS. etc. complete.

19.NUMBER OF WORKERS AT MRH – 1 BUNGALOW AND GUEST HOUSE.:-

The Contractor shall deploy sufficient qualified&experienced garden staff along with garden tools ,tackles ,hosepipes etc. per day between 8.00am to 12.00pm and 2.00pm to 6.00 pm., but not less than minimum of 11(Eleven) includes 01 no.of supervisor(Sr mali) and 06 nos.mazdoor(gardening)on all weekdays excluding Sundays and Holidays and 2nos. of Mazdoor (sweeping) and 2 nos. of sweepers for housekeeping of MRH 1 on all weekdays including Sundays and Holidays as specified . 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 in case of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations The supervisor/sr. mali should have middle school qualification and experience in garden from recognized Nursery or Govt. organization. Over and above the minimum number of work force required as stated above, the contractor may engage additional work force required to meet the job requirement entered in the terms and condition of the tender, for which no extra payment will be made to the contractor.

Additional labour force with required tools as per item No.9 for attending the work other than the routine garden maintenance as above but for of urgent removal, clearing and disposal of fallen tree by cutting and transporting as and when need arises ,plucking of coconuts and other fruits once a year ,Pruning /cutting of tree branches ,removal of parasites etc from banayan ,pimpal and other big jungle trees once a year,weeding out and cleaning work of adjoining and other Port area garden /ground and other maintenance work instructed in time to time by Horticulturist /Chief Engineer or his authorized representative

Note:-All the Activities of garden maintenance /horticulture work shall be carried out as per the schedule of garden maintenance /horticulture work below or as per the schedule prepared and submitted by the Contractor in consultation of the approved Horticulturist/Chief Engineer or his authorized Representative.



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

Name of work: “Annual Maintenance & upkeep of garden at MRH-1 Bungalow and GuestHouse including housekeeping at MRH-1Bungalow at Headland for a period of one year 2019-20.

ANNEXURE-I

SCHEDULE FOR GARDEN/ HORTICULTURE MAINTENANCE WORKS

Sr. No	Item of work	Activities	Nos./Qty /Frequency Required
1	Maintenance of lawn	Watering/irrigation	Once in two days
		Mowing ,trimming Cutting the edges	Bimonthly
		Weeding	Once in month
		Gap filling	Monsoon, as& when required
		Loosening /shaving, adding good soil & manure	Twice in a year
		Application of Fertilizer & pesticides etc.	Twice in a year
2	Maintenance of trees	Trimming/Pruning.	Twice a year
		Loosening ,mulching, adding good soil & manure	Twice a year
		Removal of dry branches ,leaves from big trees like banyan , pimpal etc.	Monthly or as & when required
		Watering	Once a week
3	Maintenance of Shrubs and hedges	Watering	Alternate day
		Loosening ,mulching, adding good soil & manure	twice a year Nov., April
		Gap filling	Monsoon, As& when required
		Pruning & Trimming.	Every month or on

			needbasis
		Application of Fertilizer & pesticides etc.	Twice a year as directed
4	Maintenance of potted plants	Watering	Daily
		Loosening,depotting ,mulching, adding good soil & manure	Once a year .within 3 months of commencement of work
		Pruning & Trimming	Every two month or on Need basis
		Application of Fertilizer & pesticides etc.	Once a year as directed ,
5	Maintenance of creepers	Watering	Alternate day
		Loosening ,mulching, adding good soil & manure	Once a year September.
		Pruning & Trimming.	Every month or Need basis
		Application of Fertilizer & pesticides etc.	Twice a year as directed
6	Maintenance of flower beds	Watering	daily
		Loosening ,mulching, adding good soil & manure	Twice a year
		Application of Fertilizer & pesticides etc	Twice a year as directed
7	Preparation &Maintenance of kitchen veg-garden beds/ground covers	Watering	Daily
		Loosening ,mulching, adding good soil & manure	Once a year
8	Any other item related to Hort., Civil, water supply required for proper maintenance	Cleaning removal of weeds, washing etc,	Once a year and as instructed
9	Deployment of minimum Garden staff	1)Supervisor /Sr.Malee 1 No. 2) Mazdoor /gardener – 6 Nos 3) Mazdoor / sweeper – 2 nos 4) Sweeper for housekeeping –	Daily

		2 nos	
10	Cultivation & weeding out	-	Monsoon & Monthly or As & when required /need basis
11	Plucking of fruits ,coconuts etc	-----	Once a year & as & when instructed
12	Disposal of garden waste	-----	Daily as per norms & as instructed
13	Any other job assigned		as & when instructed

- Note ;** 1) Supply of garden earth ,manure/cow dung ,fertilizers and pesticides should be procured within three months of commencement of the work
2) Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No: CE/34/2019

“Annual Maintenance & upkeep of garden at MRH-1 Bungalow and Guest House including housekeeping at MRH-1 Bungalow at Headland for a period of one year 2019-20”.

**DIRECTIONS TO TENDERERS FOR FILLING
THE SCHEDULE OF QUANTITIES & RATES.**

1. Tenderers are required to fill in their percentage rate at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
2. The Percentage Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule, should be noted and the percentage rate worked out carefully, having regard to the scope & specifications, additional special instructions and schedule of garden/horticulture maintenance before submitting the tender, as no variation in rates etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. The percentage rate, above or below the Schedule/Estimated rate, indicated at the end of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.
4. Tenderers are requested to note that though the contract is for percentage rate, they are required to add or deduct the amount due to this percentage, as the case may be and work out the final figures (amount of their tenders), at the end of the Schedule of Quantities & Rates.
5. The percentage Rate should be legibly written in figures as well as in words, in the space provided for Erasures or corrections in figures or in words, without Tenderers initials, will render the tender liable for rejection.
6. The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment/safety equipments, 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, including income tax, sales tax on works contracts, but excluding service tax if any etc. for compliance with conditions of contract and specification.

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 : _____

BILL OF QUANTITIES FOR REFERENCE ONLY

Item No	Description of work	Unit of Qty	Qty.	Rate	Total Amount
1	<p>Maintenance of MRH-1 Bungalow garden premises in and out existing garden, lawns (grassy areas),trees ,shrubs, creepers ,flowerbeds, hedges ,potted plants ,Nursery, kitchengarden, including fruit bearing trees ,coconuts , and civil works associated with horticulture ,sitting benches ,statues etc. on all days excluding Sundays and holidays as per detail scope and specification by performing following maintenance activities as per horticulture maintenanceschedule at ANNEXURE -I like daily watering ,weeding & mowing of lawns once in two months and sweeping and cleaning once a day ,manuring and fertilization for lawn, garden plants in one applications as directed ,preparation of flowerbeds and vegetable beds ,replacement of perennial plants ,shrubs,trees, ground covers ,potted plants,pruning&trimming of trees once a year ,pruning ,shrubs,creepers , depotting & repotting of flowerpots with good earth and manure once a year and placing of flowerpots in required locations, ,disposal of rubbish generated from lawn and garden in the compost pit and transporting excess up to a lead of 3 kms etc., pump operation at Guesthouse by deploying sufficient experienced garden staff, but not less than as specified below with all tools ,tackles , etc. per day between 8.00am to 12.00pm and 2.00pm to 6.00 pm. on all weekdays excluding on Sundays and holidays by taking care of statutory requirements including supervision and</p>				

	<p>consultation of qualified and experienced Supervisor cum Sr. mali and Horticulturist respectively etc. and as directed by the Chief Engineer's Representative. All labour and material, tools and plant etc.complete.</p> <p>Aprox. Quantity to be maintained</p> <p>1) Area of lawns - -2300sq.mts 2) Area of kitchen garden- 300 sq.mts. 3) Area of ground covers and plantation =200 sq.mts. 4)Areas of flowerbeds =150 sq.mts. 5) Length of hedges =800m 6) Trees includes coconut palms, mangoes, banyan,pimpal ..etc.=250 nos 7) Shrubs =200 nos 8) Creepers=10 nos 9)Potted plants=500 nos</p> <p>Notes :-I)Minimum garden staff to be to be engaged everyday</p> <p>1)Supervisor cum sr.mali (semi-skilled)-1No. (male) 2)Gardener/mazdoor - 3 Nos.(unskilled)(2female+1male)</p>	Month	12	68664.00	823968.00
2	<p>Maintenance of cleanliness in and out of MRH-1 Bungalow garden premises the area of roads, pathways ,open drains terraces ,roofs and open paved areas by daily sweeping(dry) with broom in the morning and evening including moping of paved and tiled areas and cleaning of fish pond twice a week and providing fish food thrice a week .etc. as and when instructed , Keeping the entire premises in excellent condition including cutting and clearing of dried up and fallen tree,tree branches,roots in the given time , Collecting all debris, and other decomposable waste in the compost pit and transporting excess unwanted materials at places pointed out once a month up to a lead of 3 kms etc.by deploying sufficient staff but not less than as specified below with all tools ,tackles , etc. per day between 8.00am to 12.00pm and</p>				

	<p>2.00pm to 6.00 pm. on all weekdays including on Sundays and holidays by taking care of statutory requirements including supervision etc. and as directed by the Chief Engineer's Representative. All labour ,transport and materials etc. complete.</p> <p>Note: 1)Aprox . road ,pathway and paved areas to be maintained clean everyday -2300sq.mts 2)Minimum mazdoor/sweepers to be engaged everyday- 2 nos</p>	Month	12	38,518.00	462216.00
3	<p>Housekeeping maintenance at MRH-1 bungalow and other structures includes sweeping with soft broom and mopping of the entire floor area by using floor duster and long handle mops using detergents /disinfectant,dusting ,cleaning of furniture ,TV, telephone in the rooms daily and cleaning of light fittings and fans quarterly ,dusting /cleaning of glass panes in doors ,windows and partitions on weekly basis ,cleaning of cobwebs at various places on monthly basis ,placing of sufficient quantity of naphthalene balls in the washbasin ,liquid soap in soap dispensers,odonil in wc room as and when instructed and supplied by occupant,collection of waste materials from dustbins of rooms and its disposal in designated place on daily basis , by deploying sufficient sweepers but not less than minimum specified sweepers to be deployed as below.</p> <p>Note :-1)The material required for the cleaning purpose would be provided by respective occupants / user. 2)Total Plinth area of structures at MRH-1 bungalow premises is 610 sqm. 3)Minimum mazdoor/ sweepers to be engaged everyday – 2 nos.</p>	Month	12	38,342.00	460104.00
4	<p>Maintenance and upkeep of entire garden and other areas at Port Guesthouse premises comprising of existing lawn , trees, hedges ,shrubs ,potted plants, flower beds ,coconuts , ground covers ,palms , Nursery ,landscaped and other open areas spread in 12160 sqmts,</p>				

<p>including maintenance of any other additions to the garden/lawn/plants etc. including horticulture work on all days (excluding Sundays and Holidays) by deploying adequate but not less than the minimum specified fulltime experienced and skilled garden staff and by carrying out the following horticulture maintenance activities like mowing the lawns, putting fertilizer, manure ,pesticides & good soil ,regular watering of plants, trees flower bed /grass bed/hedges, lawn etc. ,by pipes and sprinklers, weeding out ,cleaning, preparation of flower beds ,planting of seasonal plants as directed and replacement of perennial plants shrubs ,trees ,ground covers ,,replacing spoiled patches of lawns ,hedges with fresh available grass, plants and shrubs through nursery maintenance and as directed or supplied free of cost by the department , repotting of plants periodically—etc. as per the garden/horticulture maintenance schedule or as directed by horticulturist/ Chief Engineer or his authorise representative including daily sweeping and cleaning of roads, pathways inside and outside area between front side compound wall and road , cleaning of roof slab of Main Block, VIP Suite Blocks, Dormitory Blocks, keeping whole premises in excellent condition , & removing the root portion and pruning of tree branches light garden sweeping & removal of fallen dry leaves in the garden area, and Collection & disposal of swept materials & clearing the same from the site and transporting to the place pointed as directed and disposal of the same in a eco-friendly manner as directed by the officer-in-charge beyond a lead of 3kms. All labour and materials tools and plants etc, complete.</p> <p>ii)Minimum number of garden staff to be engaged per day is : Mazdoor:-3 Nos.</p>	Month	12	50033.00	600396.00
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5	Supply & stacking of good quality red garden earth free from stones, roots, pebbles and other foreign materials etc. at site at places pointed out including royalty and carriage with all leads and lifts. spreading as and when required to the plants/trees etc. as directed by the Horticulturist /Chief Engineers Representative. All labour, tools and plants etc. complete. Note: Garden earth measured in trucks /stack will be reduced by 20% for the purpose of payment.	cu m	24.00	848.95	20374.80
6	Supply & stacking of well decomposed dry farm yard cow dung manure free from grass and rubbish etc. at site at places pointed out including royalty and carriage with all leads and lifts., spreading as and when required to the plants/trees etc. as directed by the Horticulturist /Chief Engineers Representative. All labour, tools and plants etc. complete.	cu m	24.00	764.05	18337.20
7	Supply and application of following materials of approved quality at the places pointed out and as directed by the Horticulturist /Chief Engineers Representative.. All labour, tools, royalty and carriage with all leads and lifts and plants etc. complete. Note: The contractor have to submit supply challans duly acknowledged by the Engineer Incharge for the purpose of payment.				
A	Organic manure	Kgs.	200.00	10.20	2040.00
B	Urea	Kgs.	300.00	6.80	2040.00
C	Neem cake / powder	Kgs.	200.00	17.00	3400.00
D	Bone mix	Kgs.	200.00	12.75	2550.00
E	Phorate/thimate	Kgs.	20.00	78.10	1562.00
F	Pesticide solution	ltr.	20.00	475.40	9508.00

G	Fish food	Kgs.	24.00	339.60	8150.40
8	Arranging visit and inspection of authorised Horticulturist to MRH-1 Bungalow premises garden at Headland once in three months, including submission of report regarding satisfactory execution of the work in previous month and providing target of work to be carried out in the month in writing in the prescribed forms and also to indicate performance/ deficiencies observed in the performance in growth / flowering/ yield of fruits/ vegetables, etc. of various flowering & non-flowering plants/ trees/ lawns, creepers, etc. as directed .All tools, plants, labour, materials, transport etc. complete.	No	4	1018.75	4075.00
9	Supplying of labour with necessary tools like powdas, gamelas, etc as and when directed for 8 hrs./ day as and when instructed by Chief Engineer or his representative for garden related works like ground cleaning ,fallen tree cutting and clearing, plucking of coconuts ,mangoes, making pits ,Veg beds deweeding in adjoining areas ,housekeeping,shifting of furniture ,loading unloading,store collections and anyother seasonal works as directed in advance anywhere in Port areas etc., including all tools plants, labour, materials etc. complete.	No	200	557.00	111400.00
10	Removing & disposing the "BEE HIVE" or any other insects of any size as and when instructed with in the given time from the tree / building. All labour & materials etc. complete.	No.	5	424.50	2122.50
11	Supply of potable water in water tankers for the Gardens having necessary accessories such pipe, water pump for discharge of water from tankers upto a min. length of 75 mts. All tools, plants materials, etc. complete.	cum	70	123.10	8617.00
				Total Rs.	2540860.90

