



An ISO 9001:2015 PORT

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

**E-TENDER NOTICE No. CE/N-24 /2019**

**e- TENDER No. CE/25/2019**

**FOR**

**Name of work: Sanitary Cleaning works in AO Building for 300  
working days in the year 2019-20.”**

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

**Last date & Time for uploading  
15.00 hrs on.09.07.2019**



**MORMUGAO PORT TRUST**  
**ENGINEERING CIVIL DEPARTMENT**

**e- PORTAL NOTICE INVITING ONLINE TENDER**

**e - TENDER NO: CE/25/2019**

**e – Tender for “Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.”**

**Last date & Time for uploading  
15.00 hrs on 09/07/2019**

Further details <http://eprocure.gov.in/eprocure/app>

**CHIEF ENGINEER**

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

**E-TENDER No. CE/25/2019**

**Name of the Work: "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

**COVER NO. 1 (TECHNICAL BID)**

1. Instruction for online 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 General Conditions of Contract.
9. Scope of work
10. Declaration
11. Directions to Tenderers for filling in the Schedule of quantities & rates
12. Vendor Registration Form
13. BOQ only for View

**(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 TENDERS (NIOT)**

Details about tender:

Tender inviting	CHIEF ENGINEER, MORMUGAO PORT TRUST	
e - Tender No.	<b>CE/25/2019</b>	
Name of Work	<b>e – Tender for: “Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.”</b>	
Estimated Cost	Rs.8,21,100/-	
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.500/-	<b>Mode Of Payment: e-payment and in the form of DD/Cash</b>
EMD Cost	Rs.16,500/-	
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, &amp; 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> <p>ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.</p>	



	<p>iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.</p> <p>iv. Bank details are given in the next page and NEFT/RTGS to be used for that account only.</p> <p>v. Proof of payment made has to be enclosed with the tender such as UTR details,/ Demand Draft details/ cash receipt received from MPT</p> <p>Note: 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.</p>
Security Deposit	<p>EMD plus 10 % of the contract value.</p> <p>(i) 10% on contract value – (retention money) will be deducted from running bills.</p>
Contract Period	300 working days (excluding Sundays and public holidays)
Qualifying Criteria :	<p>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</p> <p>(A) Financial Criteria The average annual turnover during the last three years ending 31<sup>st</sup> March 2018 of the tenderer should be at least <b>Rs.2,46,400/-</b>.</p> <p>(B) Technical Criteria</p> <p>The firm shall have successfully completed the similar works during the last seven years ending either of the following</p> <p>i) Three similar works each costing not less than <b>Rs.3,28,500/-</b> or</p> <p>ii) Two similar works each costing not less than <b>Rs.4,92,700/-</b> or</p> <p>iii) One similar work costing not less than <b>Rs.6,56,900/-</b></p> <p>NOTE: Similar works means <b>“Sanitary cleaning / housekeeping works.”</b></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 &amp; 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 quantum of work.</p>
Last Date & Time for uploading Bids	<b>09/07/2019 at 15.00hrs</b>
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened on <b>10/07/2019 @ 1530 Hrs.</b> 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	<p>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.</p> <p>b. Entire Tender document.</p>
Address for communication:	<p><b>Chief Engineer,</b></p> <p>Office of Chief Engineer, Engineering (Civil) Dept., Mormugao Port Trust, A.O. Bldg, Headland Sada, Mormugao, Goa – 403804.</p>
Contact Details	<p><b>For Tender related queries ---</b> Phone :0832 – 2594605 / 2594610;</p> <p><b>For e-Tendering help contact:</b></p> <p>The Help Desk will be your first point of contact at NIC. <b>Telephone:</b> For any queries, please call 24 x 7 Helpdesk No.: <b>0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787</b></p> <p><b>Email:</b> Kindly send your Technical queries to <b>cppp-nic@nic.in</b></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>

	For any issues/ clarifications relating to the tender kindly contact Email: <a href="mailto:etender@mptgoa.com">etender@mptgoa.com</a>
Website	<b><a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></b>

**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.



**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**TENDER NOTICE NO. CE/N-24/2019**

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/25/2019	Class of contractor eligible to tender	Earnest money deposit by E-Payment	Period of contract	Date of opening of tender
		"Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."	Rs.500/-	Rs.8,21,100/-	<b>28/06/2019 to 09/07/2019 uploading up to 15.00 hrs</b>
		As per eligibility criteria stipulated below	Rs.16,500/-	300 working days (excluding Sundays and public Holidays)	<b>10/07/2019 Opening at 15.30 Hrs</b>

1. **Eligibility Criteria.**

(C) Financial Criteria

The average annual turnover during the last three years ending 31<sup>st</sup> March 2018 of the tenderer should be at least **Rs.2,46,400/-**

(D) Technical Criteria

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

- i) Three similar works each costing not less than **Rs.3,28,500/-**
- or**
- ii) Two similar works each costing not less than **Rs.4,92,700/-**
- or**
- iii) One similar work costing not less than **Rs.6,56,900/-**

Similar works means **“Sanitary cleaning or housekeeping works.”**

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.500/- 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 :

5. **SCOPE OF WORK :**

- 1. Deployment of four number of Sanitary Sweepers daily.
- 2. Cleaning and up keeping of toilets, bathroom, urinals, wash basins, and wash places, drinking water places and points etc. twice a day.
- 3. Cleaning of toilets should be done twice in a day within 7.00 -13.00 hrs. & 14.00-17.00 hrs. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dado with detergent powder like Vim, Biz, harpic, phenol, removal of stains using Hydrochloric Acid, placing minimum 3 nos. of naphthalene balls in urinal basin and 2 (Two) No. in wash basin etc.
- 4. Daily removal of wet waste bins from the toilets on all the floors and disposing the same in the garbage bin located at the backside of AO Building or as directed.

5. Providing safety equipment's like Gum boots, Gloves to all the workers etc. are to be strictly complied with.
6. Daily performance report to be submitted to section office.
7. **Uniforms to the workers to be supplied by the contractor and all workers should be in uniform in all the days.**

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

6. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.16,500/-** (Rupees sixteen thousand five 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.
- d) Security Deposit: EMD shall be converted as security deposit
- e) Retention money at 10% of work done to be deducted from the running account bills at 10% of each running bill till the entire security deposit of 10% of value of contract are recovered.

- f) 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:

- i) The Retention Money along with Security deposit will be released only after completion of defect liability period.
- **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.**
7. Conditional tenders are liable for rejection
  8. Tenders submitted will remain open for acceptance for a period of **120** days from the date of opening of tenders.
  9. Completion period for the subject work is 300 working days ( excluding Sundays and public holidays) from the date of receipt of pre-acceptance letter/work order or release of site whichever is later.
  10. 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.
  11. Time is the essence of the contract and work has to be completed on given time.
  12. 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. 2594610.
  13. All query related to if any to be get informed prior to uploading of tender.
  14. 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.
  15. The signed copy of unloaded E-tender **"Sanitary Cleaning works in AO Building for 300 working days in the 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.
  16. The Chief Engineer and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.

17. Unsigned tenders will not be considered.
18. 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.
19. 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.
20. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
21. 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.
22. Unregistered Venders under **GST** have to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.

**CHIEF ENGINEER**





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

**TENDER NO.CE/25/2019**

**Name of work "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

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

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



MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**E- TENDER No. CE/25/2019**

**Name of work "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

FORM OF TENDER

The Chief Engineer,  
Mormugao Port Trust.  
Headland Sada, Goa

I/We \_\_\_\_\_ do hereby offer to execute the work comprised in the annexed Tender Notice "**Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.**" in strict accordance with the instructions to Tenderers, General conditions of Contract, Specifications etc. and Addendum to Specifications, Special Conditions of Contract etc. at the percentage rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake the work included in the Schedule of Quantities and Rates with the Contract period of 1year from the date of receipt of first specific purchase order/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.

3. I/We send herewith a sum of **Rs.16,500/-** (Rupees sixteen thousand five hundred only),as a deposit or earnest money as proof 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 Trustees towards the Security Deposit.

6. I/We also, agree to recover the retention money @ 10 % of the value of work from the bills which shall be considered as security deposit.

7. I/we agree to abide by this tender to be valid for the period of 180 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 tax under the act will be, if payable, be paid before furnishing my/our returns under the act.

9. I/We hereby agree for deduction of 5% of gross value of work certified in each bill from the amount payable to me/us towards Works Contract Tax(WCST) and VAT/Education Cess or any other taxes applicable.

10. 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.

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:

	<u>Name</u>	<u>Age</u>
1.	_____	_____ years
2.	_____	_____ Years
3.	_____	_____ 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 is 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.

13. The Bank's Guarantee referred to in Para No.5 above will be from  
\*\* \_\_\_\_\_

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

15. The name and address of our Banker is \*\* \_\_\_\_\_

16. 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.

17. "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".

18. I /we have enclosed herewith the following documents as required under instructions to Tenderers:-

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

NAME AND ADDRESS OF TENDERER:-

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TENDERER

Witness: - \_\_\_\_\_

Date: \_\_\_\_\_ Day of \_\_\_\_\_ 2019

Witness: - \_\_\_\_\_

Witness: - \_\_\_\_\_

**N.B.: \* Strike out whichever is not applicable.**

**\*\* Here the Name of the Bank should be stated.**

**Form of tender to be downloaded and to be signed, stamped on each page, scan the documents and upload online along with the E-Tender.**

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An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**TENDER No. CE/25/2019**

**Name of work : "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

**APPENDIX - I**

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

S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	----	EMD to be converted to S.D.
2.	Period for commencement from the Chief Engineer's orders to commence.	----	As specified in specific purchase order
3.	Time of Completion	----	300 Working Days (excluding Sundays and public holidays)
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Period of maintenance.	----	Not applicable
6.	Percentage of retention from each running account bill	-----	10%. For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total initial Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract recovered from the running bills.

9.	Minimum amount of interim Certificate.	-----	Rs.50,000/-
10.	Time within which payment to be made after contractor's submission of the bill.	-----	100% within 20 days of submission of bill in quadruplicate with site Engineers certification.
11.	Mobilisation 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	-----	Labour charges
15.	Arbitration	-----	Not applicable to this contract
16.	Minimum amount of third party insurance	Clause No. 13 to 16 of Special Instructions of Contract (Vol I)	5% of the tender amount



MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**TENDER No. CE/25/2019**

**Name of work: “Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.”**

**ADDITIONAL INSTRUCTIONS TO TENDERERS**

The instructions to be 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 in corporate 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.

Sealed tenders are invited on Percentage rate basis for work described in the Tender Notice referred to herein before. In the percentage rate quoted by the Tenderers shall be inclusive of Sales Tax, VAT, General Tax, Octroi, Excise Duty, Income Tax, workers safety devices etc. and all other incidental charges that the tenderer may have to bear for the execution on the works but excluding GST,. GST shall be paid as per applicable rates along with the all bills for payment.

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 5 hereinafter will be furnished.

2. Tenderers must return the complete tender set duly signed wherever required. Any tender not so signed will not be considered. Alterations to the conditions of contract and specifications will not be entertained.
3. SECURITY DEPOSIT  
The Security Deposit shall be EMD in case defect liability period is applicable for the work, Retention Money and Security Deposits will be returned only after the Defect liability period.

Upon successful completion of the works and after issue of Completion Certificate by the Chief Engineer and or Board of Trustees shall upon receipt of a written application, refund to the contractor, the said Retention Money Plus EMD

4. 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.
5. 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.
6. Premium of various insurance policies required to be taken out by the contractor as per the provisions of the contract will not be reimbursed to the contractor.
7. Cost of testing of materials will be borne by the Contractor.
8. Tenderers should note the arrangements described in the tender document for prompt payments of bills.
9. Further particulars can be obtained on application to the office of the Chief Engineer, Mormugao Port Trust A.O. Building, Headland, Sada, during the office hours.

**CHIEF ENGINEER**





MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**TENDER No. CE/25 /2019**

**Name of work: “Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.”**

**ADDITIONAL GENERAL CONDITIONS OF CONTRACT**

- 1) The tender is on percentage rate basis. The quantities mentioned in the Scheduled of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed.
- 2) The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary policies to the Department.
- 3) (a) Without limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) 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 terms of the contract and in such manner that the Board and contractor are covered during the period of operation of the works for any loss or damage occasioned by the contractor in the course of any operation carried out by him for the purpose of complying with his obligations under clause 45 of G. C. C. (Vol. I)
  - (i) The works and the temporary works to the full value of such works executed from time to time.
  - (ii) The materials, machinery / plants and equipment and other things brought on to the site by the contractor to the full value of such materials, machinery plant and other things.
- 4) Such insurance shall be effected with an insurer and if terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer’s representatives the policy or policies of insurance and the receipts for the payment of the current premium provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or construction of any work

constructed with material or workmanship not in accordance with the requirement of the contract.

- 5) (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 execution of the works or Temporary Works 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. I).
- 5) (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 representatives the policy or policies of insurance and the receipts for the payment of the current premium.
- 6) 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 that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representatives such policy of insurance and the receipt for payment of the current premium. 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 representatives when required such policy of insurance and the receipt for payment of the current premium.
- 7) 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 premium 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 . I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

#### **8) SUPPLY OF WATER AND ELECTRICITY:**

Water and electricity will be supplied by the department from the nearest available point subject to availability at prevailing MPT rates. However if the same is not available, the contractor has to make his own arrangement at his own cost. The contractor shall as far as practice having regard to the conditions, provide on the site to the satisfaction of the Chief Engineer's

Representatives, adequate supply of drinking water for the use of Contractor's Staff and Workmen etc.

9) **EPIDEMICS**

In the event of any outbreak illness of an epidemic nature, then 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.

10) **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 on the neighbourhood of the works against the same.

11) **SAFETY DEVICES ETC:**

In partial modification of Clause No. 31 of the General Conditions of Contract, the contractor shall at his own expenses provide necessary safety devices such as safety footwear and gloves, helmets, safety belts, proper lights at night time in the premises etc., for all working labour/employees etc. to the satisfaction of the Chief Engineer or his Assistants.

12) **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 accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities.

13) 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.

14) 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.

15) All applications for issuance of Photo Identity Cards shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agents at free and the same shall be valid for the duration for the contract or a period of one year, whichever is less.

- 16) Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas on the lease basis as mentioned in Schedule 'C'. 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.
- 17) No temporary structures / sheds, which are constructed to house the contractor's office/store/labour hutments, shall be permitted to be retained after the Contract period.
- 18) 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.
- 19) In case of excess under any item, the contractor should bring it to the notice of the concerned Chief Engineer well in time to enable him obtain necessary sanction.
- 20) Further to the provisions in the General Conditions of Contract, upon the Chief Engineer certifying that in this 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 items 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 representatives 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 works 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) Non testing of any work or materials as directed.

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

- 21) 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 of his representative depending upon the availability of the material in the market.
- 22) 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. Codes at the discretion of Chief Engineer and only approved materials/approved brand of materials shall be used.
- 23) 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 overhead.

**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%.

24) **MODE OF PAYMENT:**

The procedure for preparation and settlement of contractor's bills will be as per measurements.

- (i) The accepted prices of the items and carried out satisfactorily works monthly as specified in the purchase order shall be payable 100% of the bill submitted in original plus four copies (enclosed with ESI, EPF, MR, Wage register etc), on joint record (Undisputed bills) will be paid within 5 working days through SAP from the date of submission of bill by the Contractor, except final bill.
- (ii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealings with the Mormugao Port Trust.
- (iii) **Retention Money** will be recovered through the bills at the rate of 10% of the amount certified in each bill, till an amount equivalent of 10% of the contract Price is accumulated.

25) **FACILITIES FOR WORKERS OF OTHER AGENCIES:**

Contractor shall take care to see 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.

26. The contractor shall have EPF and ESIC 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.
- 27) The work shall be carried out without disturbing the operation of Port or other agencies working in the area.
- 28) Tenderers are advised to inspect and ascertain themselves the nature and the extent of work involved and also obtain all clarifications they may require before filing in the tender.
- 29) **Tenderers** are required to sign date the Schedule of quantities and Rates and the form of tender and fill in all the particulars and details called for therein. Unsigned tenders, without the details called for are liable for rejection.

30) **Rates and prices to be inclusive.**

The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment/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.

31. The Tenderer will be deemed to have ascertained them to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.
32. The Contractor's staff shall be fully experienced in the works awarded and works to be carried in smooth and without disturbing the occupants etc.
33. It shall be specifically noted that the contractor is expected to mobilize the required equipment and experienced work force required to execute and complete the entire work included in the contract well within the stipulated period,.
34. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution and provide the necessary safety gears to all your laborers' to safeguard from any accident.
35. The tender shall be without conditions or variations. If any conditions are to be stipulated by the tenderer the same should be written, put in a separate sealed cover and submitted super scribing the name of work and name of tenderer. If any conditions stipulated by the tender are found in single cover containing tender documents (Volume I & II) the same will not be considered and treated as withdrawn by the tenderer.

36. The tenderer shall inspect the site and fully study the work-involved vis-a-vis the quantity and specification etc. before tendering for the work.
37. Any damage to the property of port should be made good or compensated by the contractor.
38. After completion of the day's work/contract period the contractor shall clean and clear the work site to the satisfaction of the Chief Engineer or his site representative and submit the necessary report to Asst. Executive Engineer.
39. The contractor has to execute an agreement with the Port as per tender. The stamp paper and other expenditure incurred by us for preparation of the agreement will be recovered from contractor's bill.
40. 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. and also required to furnish monthly returns about the number of employees employed for the works.
41. The work has to be carried out from 8.00 hrs. To 13.00 hrs. and 14.00 hrs. to 17.00 hrs. in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office.
42. The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any specific building and on such occasions, the Mormugao Port Trust shall be free to recover from the contractor's bill at pro-rata basis as per quoted amount or the amount actually incurred for carrying out the work either departmentally or through any other agency.
43. Water required for cleaning the toilets, wash basins and urinals, etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc. and cost of water will be borne by the contractor. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.
44. 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.

The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid.



45. LIST OF MATERIALS TO BE SUPPLIED BY THE CONTRACTOR FOR EVERY THREE MONTHS.

Sr. No.	Particulars	Qty	Remarks
1	Odopic powder(1 Kg pack)	21 kg	Consumable for 3 months
2	Dettol Hand cleanser (250 ml)	10 nos	Consumable for 4 months
3	Harpic (500 ml )	6 Bottle (500 ml)	Consumable for 3 months
4	Perfumed phenyl	150 Lit	Consumable for 3 months
5	Naphthalene balls	6 Kg	Consumable for 3 months
7	Air Freshners (odonil)	10 nos	Consumable for four months
9	Wash basin brush	3 nos	Consumable for six months
10	Plastic broom	4 nos	Consumable for four months
12	Plastic dust collecting scoop	3 nos	Consumable for year
13	Buckets	3 nos	Consumable for four months
14	Toilet brush	4 Nos	Consumable for six months
15	plastic mugs	4 nos	Consumable for six months

Note- 1)Above quantities are minimum should be procured, if more quantities are required ,contractor has to arrange to procure the same without extra cost.

2 If any quantity of material remains unconsumed after three months, the Same will be port property and should be handed over to Engineer In charge.

3) Every three months fresh stock of above material to be procured.

46. The following record shall be maintained:

- 1) Muster Roll.
- 2) Register of wages.
- 3) Wage slip to all the labourers.
- 4) Material Register (stating total received, daily consumption & balance.
- 5) Complaint registers.
- 6) Site Instruction Book in Triplicate.
- 7) Job card is to be maintained in each toilet and shall be signed every occasion once toilet is cleaned.

47. The Tenderer`s supervisory staff shall be fully experienced in this type of work and all safety precautions should be taken and the work will have to be carried out under their supervision.
48. RECOVERY/ PENALTY:
- a) Minimum four sanitary sweepers to be deployed at Administrative Office Bldg. MPT for sanitary works for all four floors. Out of four, one sanitary sweeper to be deployed exclusively for HOD`s toilet cleaning. For absence of sanitary sweeper, deduction @ Rs. 800/- per day on that particular day will be implemented.
  - b) Contractor should ensure that proper cleaning of toilets daily, accordingly signature from the authorized officials to be obtained for the work done in A.O. Bldg. from each office/ divisions. Specimen signatures for signing the work done will be given to contractor at the commencement of contract work. The reporting/ submission of details of work (daily performance sheet) shall be submitted to the section office.
  - c) If reporting/ Submission of details of work carried out certified by the users is not done to the section office, deduction @ Rs.100/- per day on that particular day will be implemented.
  - d) If satisfactory cleaning is not done for three consecutive days, then action deemed fit will be initiated by the department.
  - e) Purchase bills/ challans of material for minimum stock for three months period shall be submitted regularly.
  - f) All Port Holidays are applicable to this contract work. If Engineer in Charge requests the contractor to work on certain holiday, contractor has to arrange for deploying the people for work & same day shall be considered for payment.
49. The contractor shall maintain the entrances of the toilets including dado portion of the toilets/bathrooms in clean & hygienic condition by washing with detergent daily including removal of cobwebs. The contractor also has to clean toilets of Officers` club and HRD centre at Headland as and when required.  
The contractor shall arrange for daily removal of wet waste bins from/outside the toilets on all the floors and disposing the same in the garbage bin located at the backside of AO Building or as directed.
50. The special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contractor. The printed set containing the instructions of Tenderers, the General Conditions, Additional Conditions and Specifications forms an integral part of the tender document.

CHIEF ENGINEER



MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**TENDER No. CE/25/2019**

**Name of work: “Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20.”**

**SCOPE OF WORK:**

1. Deployment of four number of Sanitary Sweepers daily.
2. Cleaning and up keeping of toilets, bathroom, urinals, wash basins, and wash places, drinking water places and points etc. twice a day.
3. Cleaning of toilets should be done twice in a day within 7.00 -13.00 hrs. & 14.00-17.00 hrs. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dado with detergent powder like Vim, Biz, harpic, phenol, removal of stains using Hydrochloric Acid, placing minimum 3 nos. of naphthalene balls in urinal basin and 2 (Two) No. in wash basin etc.
4. Daily removal of wet waste bins from the toilets on all the floors and disposing the same in the garbage bin located at the backside of AO Building or as directed.
5. Providing safety equipment's like Gum boots, Gloves to all the workers etc. are to be strictly complied with.
6. Daily performance report to be submitted to section office.

**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/25/2019.

**Name of work : "Sanitary Cleaning works in AO Building for 300 working days in the 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 Price Bid i.e. excel spread sheet 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 specifications 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.

Chief Engineer



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST**  
**ENGINEERING CIVIL DEPARTMENT**

**Tender No:- CE/25/2019**

**Name of work: "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

**DECLARATION**

1.I/we hereby declare that I have read and understood the General conditions and Specifications of the work which are printed in Vol-I, supplied to me by the department which will form a part of tender and shall remain binding on me/us. Over and above quoting for the work at percentage rate for item no. 1

2.I/We inspected the site of work and understood the scope of works accordingly our offer has been submitted including all expenditure etc.

\_\_\_\_\_  
Signature of Tenderer.

## **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. Service Tax Registration Number : \_\_\_\_\_
14. Service Tax Registration Code : \_\_\_\_\_
15. CST Registration Number : \_\_\_\_\_
16. Employee Provident Fund (EPF) Registration Number : \_\_\_\_\_
17. Employee State Insurance Scheme (ESIS) Registration Number : \_\_\_\_\_
18. IFSC Code : \_\_\_\_\_



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**BOQ ONLY FOR VIEW**

<b>MORMUGAO PORT TRUST</b>					
<b>CIVIL ENGINEERING DEPARTMENT</b>					
<b>E-Tender Notification No. CE/N-24/2019 Dated:28/06 /2019</b>					
<b>BOQ Tender No. CE/25/2019</b>					

**Name of work: "Sanitary Cleaning works in AO Building for 300 working days in the year 2019-20."**

<b>SCHEDULE</b>						
Item No.	Particulars	Unit	Qty	Rate in (Rs.)		Amount in (Rs.)
				In Figures	In Words	
1	Sanitary cleaning works in A.O. building such as cleaning of toilets on daily basis between 7.00 hrs to 12.00 hrs. and 14.00 hrs. to 17.00 hrs , inclusive of WCs, bathroom floors and dado, urinals, wash places and drinking water points, cleaning using detergent powder like odopic/harpic, including removal of stains, putting minimum 2 nos. of naphthaline balls in all urinals and 2 nos. of naphthaline balls in wash basins, removal of cobwebs, cleaning ventilators, glass panes, daily removal of wet waste bins from the toilets on all the floors and disposing the same in the garbage bin located at the backside of AO Building or as directed , etc. complete. Note: 1) All the toilets to be cleaned minimum twice in a day and if required arrangements to be made to clean as and when required in AO Bldg. , HRD centre and Officers' club. Signature of user department is to be obtained every day after cleaning by sanitary health worker . 2) All wet waste bins to be cleared before 9.00 am daily and twice on previous day of Port Holidays / Non working Saturdays , as directed 3) 4 Sanitary Health Workers to be deployed on day to day basis including all Saturdays , but excluding Sundays and Port Holidays.	Day	300	2737.00	Rupees two thousand seven hundred thirty seven only	8,21,100.00

<b>TOTAL</b>					<b>8,21,100.00</b>
	<b>Balance</b>				<b>8,21,100.00</b>
<b>ESTIMATED AMOUNT/ NET TOTAL, SAY</b>					<b>8,21,100.00</b>