



An ISO 9001:2015 PORT

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

**E-TENDER NOTICE No. CE/N-30/2019**

**e- TENDER No. CE/31/2019**

**FOR**

**Name of work: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg, MRH-1, MRH-4, MRH-5, Officer Club, HRD Centre and Guesthouse) at Headland for period of two years- 2019-2021 .”**

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

**Last date & Time for uploading  
15.00 hrs on.23.07.2019**

**CHIEF ENGINEER**



**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**E-TENDER No. CE/31/2019**

**Name of work: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg, MRH-1, MRH-4, MRH-5, Officer Club, HRD Centre and Guest House) at Headland for period of two years- 2019-2021.”**

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

1. Instruction for online submission
2. Notice inviting on line Tender (NIOT)
3. Tender Notice
4. Form of Tender.
5. Appendix – I.
6. Additional Instructions to Tenderers.
7. Additional General Conditions of Contract.
8. Scope of work
9. Brand Names/Manufacturers Name Of Materials  
to be used for the work.
10. Directions to Tenderers for filling in the Schedule of quantities & rates
11. Vendor Registration Form
12. 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.



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**NOTICE INVITING ONLINE TENDERS (NIOT)**  
**E-TENDER No. CE/31/2019**

Details about tender:

Tender inviting	CHIEF ENGINEER, MORMUGAO PORT TRUST	
e - Tender No.	<b>CE/31/2019</b>	
Name of Work	e – Tender for: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg, MRH-1, MRH-4,MRH-5, Officer Club, HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”	
Estimated Cost	<b>Rs. 15,72,210/-</b>	
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/-	<b>Mode Of Payment: e-payment and in the form of DD/Cash</b>
EMD Cost	Rs. 23,600/-	
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</p>	

	<p>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"> <li>ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.</li> <li>iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.</li> <li>iv. Bank details are given in the next page and NEFT/RTGS to be used for that account only.</li> <li>v. Proof of payment made has to be enclosed with the tender such as UTR details,/ Demand Draft details/ cash receipt received from MPT</li> <li>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.</li> <li>vii. Exemption towards EMD is allowed provided copy of MSME or letter issued by Port is uploaded along with tender,</li> <li>viii. No exemption is allowed towards tender cost</li> </ul>
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	Two (2 ) years
Qualifying Criteria :	<p><b>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</b></p> <p><b>(A) Financial Criteria</b> The average annual turnover during the last three years ending 31st March 2018 of the tenderer should be at least Rs.4.72 lakhs .</p> <p><b>(B) Technical Criteria</b> 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"> <li>i) Three similar works each costing not less than</li> </ul>



	<p>Rs.6.29 Lakhs (40% of estimated value put to tender) OR</p> <p>ii) Two similar works each costing not less than Rs.9.43 Lakhs - (60% of estimated value put to tender) OR</p> <p>iii) One similar works costing not less than Rs.12.58 Lakhs (80% of estimated value put to tender)</p> <p><b>NOTE: Similar works means</b> “General Civil Engineering Works comprising of RC.C, Masonry, Carpentry, Aluminium works etc.”</p> <p><b>Note :</b> 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 value of work.</p>
Last Date & Time for uploading Bids	<b>23/07/2019 at 15.00hrs</b>
Bid Opening Date	Techno-commercial Bid (Cover-I) will be opened on <b>24/07/2019 @ 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:	<b>Chief Engineer,</b> Office of Chief Engineer, Engineering (Civil) Dept., Mormugao Port Trust, A.O. Bldg, Headland Sada, Mormugao, Goa – 403804.
Contact Details	<b>For Tender related queries ---</b> Phone :0832 – 2594605 / 2594610; <b>For e-Tendering help contact:</b> 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>  <b>Email:</b> Kindly send your Technical queries to <b>cppp-nic@nic.in</b>  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. 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.



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**  
**E-TENDER No. CE/31/2019**  
**TENDER NOTICE NO. CE/N-30/2019**

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/ 31/2019	Class of contractor eligible to tender	Earnest money deposit by E-Payment	Period of contract	Date of opening of tender
		Annual Maintenance Contract for Civil Works in AC Section (AO Bldg, MRH-1, MRH-4, MRH-5, Officers' Club, HRD Centre and Guest House) at Headland for period of two years-2019-2021 .”	Rs.2000/-	Rs.15,72,210/-	<b>09/07/2019 to 23/07/2019 uploading up to 15.00 hrs</b>

	As per eligibility criteria stipulated below	Rs.23,600/-	Two (2 ) years	<b>24/07/2019 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.4.72 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.6.29 lakhs**  
**or**
2. Two similar works each costing not less than **Rs.9.43 lakhs**  
**or**
3. One similar work costing not less than **Rs12.58 lakhs**

**NOTE: Similar works means “General Civil Engineering Works comprising of RC.C, Masonry Carpentry, Aluminium works etc..”**

**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 :

5. **SCOPE OF WORK :**

1. Dismantling of doors windows etc.
2. Transporting of excavated material etc.
3. PCC, RCC works and providing and placing RCC precast slabs
4. Masonry, plastering with cement mortar
5. Reinforcement & structural steel work.
6. Flooring with ceramic tiles, shahabad, concrete paver blocks, cement concrete, etc.
7. Supplying and fixing FRP door shutters, etc.
8. Supplying and fixing translucent fibre glass sheet ridges, etc
9. Providing and fixing sanitary fixtures such as IWC, EWC (Orissa Pan), urinals, wash basins etc.
10. Supplying and fixing drainage items such as nahni traps, pvc pipes, etc.
11. Supplying and fixing curtain rings, curtain rods, drawer locks, wooden table drawers etc.
12. Dismantling old partitions & providing and fixing aluminium half/full partition, etc.
13. Providing & fixing powder coated single door shutter
14. Repairs to aluminium doors, windows, ventilators, etc.
15. Providing fixtures for doors, windows, etc.
16. Joinery such as door shutters, glass, ventilators, fixtures, etc.
17. Supply of skilled and unskilled labours along with necessary tools.

Contractor has to arrange all leads, lifts & scaffolding wherever required and the price quoted should be inclusive for the same.

**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.23,600/-** (Rupees Twenty three thousand six 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 uploaded E-tender **Annual Maintenance Contract for Civil Works in AC Section (AO Bldg, MRH-1, MRH-4,MRH-5, Officers' Club, HRD Centre and Guest House) at Headland for period of two years- 2019-2021 ."** 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**





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

**TENDER NOTICE NO. CE/N-30/2019**

**TENDER No:CE/31/2019**

**Name of work :“Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

E-Tenders are invited on behalf of Mormugao Port Trust (MPT), from experience tenderers who are fulfilling the Minimum Eligibility Criteria (MEC) as detailed at clause 1.5.1 of the tender document for the work of **“Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

- 1.1 Bidder is required to submit their tender offer in the form of two cover system on or before due date (Refer NIOT). The time of opening of technical bid is as indicated at NIOT.
- 1.2 The Notice Inviting Online E-Tenders (NIOT) issued by MPT forms part of the Tendering Documents.
- 1.4 The Bidder shall make his all-out efforts to ensure the correctness of Documents available on the Web site. MPT is not responsible for the completeness or correctness of the Tendering Documents and their addendum, if they were not obtained directly from MPT.
- 1.5 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Tendering Documents. Failure to furnish all information or documentation required by the Tendering Documents may result in the rejection of the Tender.

### **1.5.1. MINIMUM ELIGIBILITY CRITERIA (MEC)**

#### **(A) Financial Criteria**

The average annual turnover during the last three years ending 31st March 2018 of the tenderer should be at least Rs.4,72 Lakhs /-.

#### **(B) 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.6.28 Lakhs -  
(40% of estimated value put to tender)  
OR
- ii) Two similar works each costing not less than Rs.9.43 Lakhs  
(60% of estimated value put to tender)  
OR
- iv) One similar works costing not less than Rs.12.58 Lakhs  
(80% of estimated value put to tender).

**NOTE: Similar works means** “General Civil Engineering Works comprising of RC.C, Masonry, Carpentry, Aluminium works etc.”

Note: The Tenderer shall upload following specific document for fulfilling the eligibility criteria as 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/ completed successfully on similar works stating clearly the year of execution of work and the value of work.

### **1.6 LAST DATE FOR SUBMISSION OF TENDER**

The final date of submission is as indicated at the NIOT.

MPT may at its sole discretion reserves the right to extend the date for receipt of tender. Tenders received after the aforesaid time and date or the extended time and date, if any, shall be summarily rejected.

### **1.7. BIDDER TO INFORM HIMSELF FULLY**

- a. The Bidder is expected to examine carefully the contents of the tender document like Instructions to the Bidders, General Conditions, Special Conditions, Scope of work, Technical Specification etc. Failure to comply with the requirements of the tender will be at the Bidder's own risk. It would be deemed prior to the uploading of the tender that the

Bidder has made a complete and careful examination of requirements and other information set out in the tender document including inspection of site.

- b. The Bidder is advised to get acquainted himself with the job involved at the site, like availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of Goa and Govt. of India and any other Statutory bodies as well as MPT regulation for the issue of passes and collect all information that may be necessary for preparing and submitting the tender and entering into Contract with MPT.
- c. Bidder shall bear all costs associated with the preparation and uploading of his tender and MPT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**1.8. EARNEST MONEY DEPOSIT (EMD)**

- a. The Bidder shall furnish as part of its Tender, an **EMD of Rs. 23,600/- (Rupees Twenty Three Thousand Six Hundred only)**. Tender without EMD shall be treated invalid. The **E.M.D.** shall be in the form of **e-payment** only as indicated at the NIOT.
- b. In the event of Bidder withdrawing his tender before the expiry of tender validity period of **120 days** from the date of opening of technical bid, the tender submitted by the Bidder shall be cancelled and EMD shall be forfeited.
- c. The Earnest Money Deposit of unsuccessful Bidders shall be returned on award of Contract to the successful Bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful Bidder shall be refunded only on receipt of Security Deposit as stipulated in the tender.
- d. MPT reserves the right to forfeit the **Earnest Money Deposit** in respect of successful Bidder, if he fails to furnish the necessary **Security Deposit** towards performance and enter into a Contract within **21 days** from the **date of issue of Work Order**.

**1.9. MPT'S RIGHT TO ANNUL THE BIDDING PROCESS**

- a. Notwithstanding anything contained in this tender document, MPT reserves the right to annul the bidding process at any time without any liability or any obligation for such annulment, without assigning any reason.

- b. MPT reserves the right to invite revised Technical bids with or without amendment of the tender document at any stage, without liability or any obligation for such invitation and without assigning any reason.
- c. MPT reserves the right to reject any Tender if at any time, a material misrepresentation is made or uncovered OR the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the tender.

**1.10. TENDER VALIDITY**

The tender shall remain valid for acceptance for a period of **120 days** from the date fixed for opening of Technical Bid. MPT reserves their right to extend the period of validity for a specific time. The request and the response, there to, shall be made in writing by post or by Fax/E-mail. However, in the event of the Bidder agreeing to the request, he shall not be permitted to modify his tender. In the event of the Bidder is agreeing to the extension, the Bidder shall correspondingly extend the validity of the tender suitably against this Tender. In case Bidders do not agree to extend the validity of their offer beyond the validity period, EMD of such Bidders shall be refunded after award of the contract.

**1.11 TENDER OPENING, SCRUTINY AND EVALUATION OF TECHNICAL BID**

Tender that is substantially responsive is that which conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the Bidder, or (2) which limits in any substantial way, inconsistent with the Tender document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Applicant presenting substantially responsive bids

Since the tender involves selection based on Minimum eligibility criteria, test of responsiveness and technical specification, the Chief Engineer will examine and seek clarification if any and list out the firms, which are found responsive and **Schedule of Rates and Quantities/BOQ** of such tenders only will be opened and EMD will be returned to the unresponsive Bidders. The date and time will be intimated to Bidders whose offers are found suitable and **Schedule of Rates and Quantities/BOQ** of such Bidders will be opened. After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding

award of Contract shall be confidential. Any efforts on part of any Bidder to influence the Port Trust in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Bidders bid.

To assess the scrutiny, evaluation and comparison of tenders, the Port Trust may ask Bidder individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the Bidder permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

#### **1.12 OPENING OF FINANCIAL BID (BOQ)**

The date of opening of the BOQ will be intimated to the bidder who will qualify for technical cover. Price should be quoted as per BOQ.

#### **1.13 EVALUATION OF FINANCIAL BID**

- a. The price offered should be firm and inclusive of all taxes & duties except Goods and Service Tax which will be paid extra as applicable. **The Bidder shall pay at his cost for any new tax & duties imposed by State/Central Govt.**
- b. MPT will evaluate and compare only those bids, which are substantially responsive.
- c. The price quoted by the Bidder shall be considered for the purpose of evaluation and comparison.
- d. In arriving at the final evaluated prices of the Tenders, any uncalled for lump sum/percentage/or adhoc reduction, if any, offered by the Bidders, in the Schedule of Price shall be considered for the purpose of evaluation. However, if such reduction/rebate is from the recommended Bidder, then such rebate shall be taken into account while awarding the work.
- e. In arriving at the final evaluated prices of the bidders, evaluation of offer will be based on the lowest price quoted.

#### **1.14 MPT'S RIGHT TO ACCEPT OR REJECT A BID**

MPT reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by MPT shall bear no liability whatsoever consequent upon such decisions.

### 1.15 **AWARD OF CONTRACT**

The Bidder, whose Bid is accepted by MPT shall be issued **Work Order (Letter of Acceptance/Purchase Order)** prior to expiry of Bid validity. Bidder shall confirm acceptance by returning a signed copy of the **Work Order (Letter of Acceptance/Purchase Order)**. MPT shall not be obliged to furnish any information/clarification/ explanation to the Contractors as regards non-acceptance of their Bid.

1.16 The e-tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender.

1.17 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.

1.18 The proposed work mainly comprises of: Execution of various water supply /Civil Engineering works as and when the requirement is given by issuing specific work/purchase orders or site notes during the period of contact of **24 months**.

The work is to be carried out as described in Schedule of Quantities & Rates attached herewith to this tender and as directed.

1.19 The **Earnest Money Deposit (E.M.D.)** payable in respect of the tender is **Rs.23,600/- (Rupees Twenty Three Thousand Six Hundred only)** and E.M.D should be made in e-payment.

Contractors may submit the following information in order to refund the **EMD'S/Bank Guarantee/ Security Deposit/ Retention Money**, payments of bills etc.

- a. Name of Bank.
- b. Place.
- c. Account No.
- d. Type of Account
- e. PAN.
- f. EPF No.
- g. ESIC No
- h. GST Registration

No fresh correspondence in this regard will be made.

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 Initial Security Deposit, and shall be paid if contractors opt to submit the ISD in the form of BG of the Schedule Bank for full amount mentioned below.

## 1.20 SECURITY DEPOSIT

The Security Deposit shall be EMD plus Retention money i.e. **10%** of the Contract Value.

- a. **Security Deposit (S.D.)** shall be **10%** of the contract value and shall be paid by the contractor in the form of Demand Draft or Bankers cheque or it shall be recovered through bills @10% of work done to the limit of 10% of Contract value.
- b. **Retention Money (R.M)** equivalent to **10%** of the Contract Value and the sum shall be recovered at the rate of **10%** of the gross value of work certified under each bill.

The entire amount of **10%** of the Contract Price as **Security Deposit** shall be paid by the Tenderer by Demand Draft / Bankers Cheque at any time of contract.

Upon successful completion of the free maintenance period ( defect liability period) of the work and after issue of **Maintenance Certificate** by the **Chief Engineer**, the Chief Engineer and or Board of Trustees shall upon receipt of a written application, refund to the contractor, the said **Retention Money of 10% (ten percent)** of the **Contract value (retained from the running bills)** plus EMD after deducting there from the amount of Liquidated damages incurred if any and other claims outstanding against the contractor or for breach of contract. **The Security Deposit** referred above will be refunded after the expiry of the **free maintenance period (defect liability period)** and as soon as the conditions of contract have been fulfilled and upon contractor making an application therefore, after adjusting estimated/ actual expenditure by Mormugao Port Trust for rectification of defects and adjusting other amounts due if any for breach of the Conditions of Contract.

**Note:** The amount of liquidated damages expressed in the Tender Notice to be payable for delay in the performance of the contract has been arrived at on the fair estimate of the amount of loss likely to be sustained by the Trustees as a result (the delay in the performance of the contract).

- **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.**

1.21 Conditional tenders are liable for rejection

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

1.23 Contract period for the subject work is **24 (Twenty four) months** from the date of receipt of first Specific Work order/ Purchase Order or release of site for the first order whichever is later. **The Free Maintenance Period (Defect Liability Period)** shall be **6 months** or as specified in the Specific Work Order/Purchase Order for each work. **The Free Maintenance Period (Defect Liability Period)** shall not be applicable for **Item No 38 – A (I to iv)** and B (i) of the **Schedule of Quantities and Rates** of the Tender document.

- 1.24 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.
- 1.25 Time is the essence of the contract and work has to be completed on given time. Occupied quarters painting to be carried out without much hindrance to the occupants.
- 1.26 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 or **Assistant Engineer (AC)**, Tel No.: 2594629.
- 1.27 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.
- 1.28 The Chief Engineer and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.
- 1.29 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.
- 1.30 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.
- 1.31 Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
- 1.32 Goods and Service tax registration is mandatory. GST applicable shall be paid extra with running bills against the submission of Tax Invoice.

**CHIEF ENGINEER**





MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

**E- TENDER No. CE/31/2019**

**Name of work: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

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 Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

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 24 (twenty four ) 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.23,600/- (Rupees Twenty three thousand six 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 **10%** 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)



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

**TENDER No:CE/31/2019**

**Name of work: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

**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 Initial Security Deposit and time	11(1)	Ten percent of the Contract Value plus EMD till the expiry of defects liability period.
2.	Period for commencement from the Chief Engineer's orders to commence.	38	As specified in each specific Work Order
3.	Contract period	40	24 months
4.	Amount of liquidated damages.	43	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.	45(1)	6 months or as specified in specific work order
6.	Percentage of retention from each running account bill	54(1)	10% value of the Running Bills
7.	Total Retention Money	---	10% value of Contract value plus EMD
8.	Total Security Deposit	11(1)	10 % value of the contract plus EMD.
9.	Minimum amount of interim Certificate.	54(1)	1st. & Final bill of each specific work orders
10.	Time within which payment to be made after contractor's submission of the bill.	54(4)	100% within 5 days of submission of bill on satisfactory completion of work and based on Joint Measurements
11.	Mobilization advance	69	Not applicable to this contract.
12.	Interest rate on Mobilization advance	69	Not applicable to this contract.

13.	Mode of recovery of Mobilization advance	69	Not applicable to this contract
14.	Variation in price of labour and materials	70	Not applicable to this contract
15.	Arbitration	66	Not applicable to this contract
16.	Minimum amount of third party insurance	Cl. No. 13 to 16 of Special Instructions of Contract	5% of the tender amount



An ISO 9001:2015 PORT

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

**TENDER No.: CE/31/2019**

**Name of work: “ Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

**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: EMD plus 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 completion period will be specified in each specific work order. The free maintenance period will be specified in each Specific Work Order/Purchase Order.
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. The works will be awarded as and when the need arises by a Specific Work Order/Purchase Order issued by the Chief Engineer or his representative. AEN/AC also can also issue site note to take up the works and same will be regularized for which contractor has to take a note and complete the works as instructed.
14. The Tenderer should make arrangement to collect the Specific Work Order from Administrative office or AEN (AC) office soon after receiving the telephonic call or verbal instructions.
15. The work shall be started as stated in the specific work order from the receipt of the specific work order from the department. Liquidated damages will be levied as indicated in **Appendix -I**.
16. The labour (male) (with/without tools & plants) supplied as per above **Item No: 38 – B (i)** should be healthy and energetic. The Aluminum fitters / Plumbers / Masons/ Carpenters supplied as per the above **Item No: 38 -A (i to iv)** should be competent, experienced, healthy and shall have the required tools and plants for execution of work. Payment under above items shall not be made, in case the labour supplied by the Tenderer is found not competent, not experienced, not healthy and not energetic.
17. The labour Male (with tools & Plant) shall have the materials such as Pickaxe, Powda/Spade, Gamella, Koita, trowel, Chisel, hammer, rope, pipe wrench, screwdrivers, patties, screw pana, spanners, etc.

18. Required passes for entry of workers in the Port Areas shall be arranged by Tenderer at free of cost well in advance prior to the day of execution of work or as instructed by the Port.
19. During monsoons, the contractor shall provide in advance Raincoats and Gumboots to his workers engaged for various works in the Port.
20. 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.
21. 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.
22. Tenderer shall provide all necessary tools and plants and protective devices safety measures etc. to the workmen as required.
23. **No claim for the increase in rates quoted due to increase in cost of materials and labour during the currency of the contract will be entertained by the department except for Item No. 38 for supply of Labour.**
24. 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.
25. Storage arrangements for all materials and tools and plants shall be made by the contractors at his own cost.
26. 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.
27. 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 Contract 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.
28. Execution of work within the scheduled time mentioned in the specific work order/site order is the essence of this contract.
29. i. The reporting time of labour supplied as per **Item No. 38 – A (i to iv) and B (i) of Schedule of Quantities and Rates**, shall be at Civil Maintenance Office, A.O. Bldg., Headland or as directed at **08.30 hrs** or at any time as instructed. In case the labour



has not reported by **08.30 hrs.** or at any time as instructed by the Port during the Day/and Night, the Port shall engage labourers from some other agency on the risk and cost of the contractor without any intimation.

**ii. Payment towards the difference in the labour wages during the contract period, only on the supply of labours for item no 38 – A (i to iv) and B (i) 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. The Bidders have to quote accordingly.**

30. The Tenderer should be in a position to arrange for materials required for emergency work on the spot without delay.
  
31. 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.
  
32. The Tenderer should supply labours as per **Item No. 38 – A (i to iv) and B (i)** as and when call received by the Department including Sundays & Public Holidays etc. for which no extra payment will be entertained.

**CHIEF ENGINEER**



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

**TENDER No:CE/31/2019**

**Name of work: “ Annual Maintenance Contract for Civil Works in AC Section (AO Bldg),MRH-1,MRH-4,MRH-5, Officer Club, HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

**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 required 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. FOOTWEAR, 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 on payment of necessary fees as prescribed from time to time 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 revalued 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 24 MONTHS AND MAY BE EXTENDED UPTO ADDITIONAL PERIOD OF 6 MONTHS SUBJECT TO PORT REQUIREMENTS INCASE TENDERED AMOUNT IS NOT FULLY UTILISED TILL THE END OF THE CONTRACT PERIOD.**

**CHIEF ENGINEER**



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

**TENDER No. CE/31/201\98**

**Name of work: “Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH-1,MRH-4,MRH-5, Officer Club,HRD Centre and Guest House) at Headland for period of two years- 2019-2021 .”**

**SCOPE OF WORKS**

1. Dismantling of doors windows etc.
2. Transporting of excavated material etc.
3. PCC, RCC works and providing and placing RCC precast slabs
4. Masonry, plastering with cement mortar
5. Reinforcement & structural steel work.
6. Flooring with ceramic tiles, shahabad, concrete paver blocks, cement concrete, etc.
7. Supplying and fixing FRP door shutters, etc.
8. Supplying and fixing translucent fibre glass sheet ridges, etc
9. Providing and fixing sanitary fixtures such as IWC, EWC (Orissa Pan), urinals, wash basins etc.
10. Supplying and fixing drainage items such as nahni traps, pvc pipes, etc.
11. Supplying and fixing curtain rings, curtain rods, drawer locks, wooden table drawers etc.
12. Dismantling old partitions & providing and fixing aluminium half/full partition, etc.
13. Providing & fixing powder coated single door shutter
14. Repairs to aluminium doors, windows, ventilators, etc.
15. Providing fixtures for doors, windows, etc.

16. Joinery such as door shutters, glass, ventilators, fixtures, etc.
17. Supply of skilled and unskilled labours along with necessary tools.

Contractor has to arrange all leads, lifts & scaffolding wherever required and the price quoted should be inclusive for the same.

**CHIEF ENGINEER**

## MORMUGAO PORT TRUST

BRAND NAMES/MANUFACTURERS NAME OF MATERIALS  
TO BE USED FOR THE WORK.

Sr. No.	Description of item	Brand name to be used
1	Ready made Doors ( Factory made doors) a) PVC doors b) FRP doors	Sintex Deco Plastica door Tuflite./OM./OMEGA
2	Flush doors	Kitply/Anchor
3	Particle board	Novapan/ Bhutan/Bison/Duratuff/ Anchor/ Ecoboard/ Novateak super/ Aerocon/ Archilam
4	Finol bonded Plywood	Anchor “ Super Kitply
5	Prelaminated Particle Board	Navalam / Ecoboard/ Bison Panel
6	Laminates	Formica/Sunmica
7	Door/Window fixtures a) Aluminium b) Brass	Shakti/Navbharat/CIEF/Gemini Everite / Jyoti
8	Water proofing	Algiproof/ Impermo/ Sunanda/ Cico No. 1/ Fosrock/
9	Water proof cement paint	Gattucem/ surfacem/ Nitcocem/ Truecem plus
10	Synthetic enamel paint	Asain paints ( Apcolite/ Dulox) Johnson & Nocholsan/ Nerolac/ Berger
11	OBD	Tractor/Nerolac/ Berger/ICI
12	Indian pattern W.C.	Parryware/Neycer/ Hindustan
13	European type WC	
14	Urinal basin	
15	Wash basin	
16	PVC flushing cistem	Parryware ( Slimline)/ Commander/ Master
17	Cast Iron	( NECO)/BIC/ Kejriwal castings
18	UPVC soil/waste water pipes & drinking water	Prince/ Finolex
19	C.P.V.C. Pipes ( Hot & cold Spl. Pipe)	ASTRAL – CPVC
20	G.I. Pipes & fixtures	Jindal/Tata/ Zenith

Sr. No.	Description of item	Brand name to be used
21	C.P. Brass fittings Bibcock/ Pillar taps/ Stop cock/ shower etc.	Ark / Jal / marc / Jaguar
22	Readymade HDPE water tank	Sintex/ National/ Shakti
23	Ceramic tiles	Orient Bell/ Naveen/ Johnson & Johnson /Regency
24	Glazed tiles	Johnson & Johnson/ Somany / Cera/ Kajaria
25	Mosaic tiles	Basant/ Baba tile
26	Vitrified tiles	Johnson & Johnson/ Kajaria / Orient Bell
27	Water proof tile adhesive ( Fixing tile to floor and wall)	CERA adhesive/Fevimate/ Ball Endura
28	Interlocking concrete paver Blocks	Easy lock (M/s. Malu Housing Products, Bangalore.) Basant, Dessai.
29	Kitchen sink ( Stainless steel)	Nirali/Blue star/ Diamond
30	A.C. Sheets in roofing	Everest/Charminar/ Ramco/ Visaka/Swastik/ Roofit
31	Mangalore tiles	Fort brand/ Albuquerque/ Sunbrand
32	PVC Roofing	Galaxy ( Star PVC roofing)
33	FRP ( Polycarbonate sheets)	LEXAN – GE/Finolex
34	False ceiling	Gypboard/ Armstrong/ Metal screen/ Anchor
35	Aluminium Sectons	Jindal/ Hindalco
36	Plain float glass	Modi/Tata /Asahi
37	Cement	ACC/Vasavadatta/Zuari/ Rajashree/ Bagalkot/ L&T/Birla/ACC super /Ultratec



An ISO 9001:2015 PORT  
**MORMUGAO PORT TRUST**  
**ENGINEERING (CIVIL) DEPARTMENT**

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

Name of work: “ Annual Maintenance Contract for Civil Works in AC Section (AO Bldg,MRH- 1,MRH-4,MRH-5, Officer Club, HRD Centre and Guest House ) at Headland for period of two years- 2019-2021 .”

**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 item 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.
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.

CHIEF ENGINEER

**VENDOR REGISTRATION FORM**

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 : \_\_\_\_\_

16. Employee Provident Fund (EPF) Registration Number : \_\_\_\_\_

17. Employee State Insurance Scheme (ESIS) Registration Number : \_\_\_\_\_

18. IFSC Code : \_\_\_\_\_

**BILL OF QUANTITIES FOR REFERENCE ONLY**

<b>Item No</b>	<b>Description of work</b>	<b>Unit of Qty</b>	<b>Qty.</b>	<b>Rate</b>	<b>Total Amount</b>
1	Dismantling doors, windows and ventilators having area not more than 3.0m <sup>2</sup> including removal of frames, fastening etc. from masonry and stacking at places pointed out within a lead of 100m including all tools, plant labour & material etc. complete.	no	8	369.00	2952.00
2	Dismantling doors, windows and ventilators having area more than 3.0m <sup>2</sup> including removal of frames, fastening etc. from masonry, finishing the damaged surface and stacking at places pointed out within a lead of 100m including all tools, plant, labour & material etc. complete.	no.	5	464.00	2320.00
3	Transporting and dumping surplus excavated material/dismantled material in the low lying areas, including loading, unloading, transporting, rough leveling etc. at places as directed by the Chief Engineer or his representative. All tools, plant, labour and material etc. complete. i) Within a lead of 3.0 km	M3	15	186.00	2790.00
4	R.C.C. (1:11/2:3 mix) using 20mm graded trap stone metal in precast slabs 10cm thick including shuttering work, mixing and placing concrete, leveling, consolidating, curing, finishing with cement mortar (1:3) 6mm thick placing and fixing in position with cement mortar etc. but excluding the cost of steel reinforcement. All tools, plant, labour and material etc. complete	m3	2	12695.89	25391.78



5	Providing and fixing reinforcement with TMT/tor steel/mild steel including cutting, bending, tying grills, placing in position, holding in position during concreting, including cost of binding wire. All tools, plant, labour and material etc. complete.	Q	0.5	7017.00	3508.50
6	Constructing masonry in superstructure using precast cement concrete solid blocks having a crushing strength of not less than 35 kg./cm <sup>2</sup> (28 days curing) in cement mortar (1:6) including providing specially molded blocks at junctions & corners, curing etc. All tools, plant, labour & material etc. complete.	m <sup>3</sup>	7	6669.00	46683.00
7	Plastering with C.M. (1:5) 15mm thick in two coats for external surfaces (Backing coat of 10mm & finishing coat of 5mm) including Patches, bays, bands, fluting, scaffolding and cleaning of all dirt's, raking out joints, hacking, scrubbing, chamfers, beading, curing, all lifts etc. All tools, plant, labour & material complete	m <sup>2</sup>	15	374.00	5610.00
8	Providing and laying cement concrete (1:2:4) flooring using 20mm graded stone aggregate including mixing and placing of concrete, levelling, consolidating, curing, finishing the top with a floating coat of cement slurry, thread lining etc. as directed. All tools, plant, labour and material etc. complete.	m <sup>3</sup>	4	6821.00	27284.00
9	Providing flooring with polished machine cut "Shahabad" stone tiles (white shade) 25mm nominal thickness laid over a base of C.M. (1:6) 20mm thick (av) joining with white cement slurry, all cutting, rubbing, polishing, cleaning, curing etc. All tools, plant, labour & material etc. complete.	m <sup>2</sup>	10	764.00	7640.00
10	Providing paving with rough cut Shahabad stone slabs/tiles in cement mortar (1:6) over a base of C.M.(1:6) 20mm thick including all	m <sup>2</sup>	10	686.00	6860.00

	wastage, cutting slab/tiles wherever required, cleaning, curing etc. All tools, plant, labour and material etc. complete.				
11	Providing and fixing FRP doors of required size with frames of 'OM Ventures' or any other approved brand/ quality/ make and of colour/shade in single leaf with (29-30)mm thick shutter with stainless steel hinges (100x70x4)mm, 4 nos. including brass screws and filling the door frame with anchor bolts of stainless steel with 3 nos.per vertical member etc. All tools and plant, labour & material etc. Complete.	m2	5	3993.65	19968.25
12	Supplying and fixing in position FRP Door shutters without frames "OM Ventures " make or any other approved make/quality and of approved colour, shade in single leaf with 29-30 mm thickness, including all the accessories such as C.P. brass butt hinges of size 100x70x4.0mm, minimum 3 nos. per shutter, fixed by C.P. brass counter sunk screws as approved and fixed to the door frame as specified by the manufacturer or as directed etc. complete. All tools, plant, labour and materials etc. complete.	m2	5	3779.80	18899.00
13	Supplying & fixing corrugated translucent fibre glass sheets of 2 mm thick including cutting to required size, drilling holes and fixing with necessary 'J' bolts, seam bolts, bitumen and plain washers etc. All tools, plant, labour & material etc. complete.	m2	10	1201.00	12010.00
14	Supplying & erecting structural steel work with M.S. Angle/M.S. flat for roofing/or any other work All Cutting, fabricating, welding & fixing in position, painting with two coats of synthetic enamel paint over a coat of red lead primer after cleaning & preparing the surface etc. All tools, plant , labour, materials etc .	Q	1	10057.00	10057.00

	complete.				
15	Providing roofing compound to the bolt, along the cracks of sheets, joints of asbestos sheet roofing. All tools, plant, labour, materials, etc. complete.	Kg	30	130.34	3910.20
16	Providing & fixing P.V.C. down take pipe for rain water & waste water 110mm dia (medium) of 'Prince' or approved brand with necessary specials including making joints water tight with required solution & providing & fixing necessary P.V.C. holder bat clamps, cutting & making good the walls etc., All tools, plant, labour & material etc. complete.	m	30	465.00	13950.00
17	Providing and fixing P.V.C. soil pipe 110mm dia( heavy) of 'Prince' or approved brand including all specials required i.e. vent cap etc. making joints water tight with required solution, PVC holder clamps, accessories, cutting & fixing, breaking the wall /floor as directed, making the good the wall/ floor etc. complete . All tools, plant, labour & materials, etc. complete.	m	10	565.00	5650.00
18	Supplying & fixing approved make/quality European type W.C. of vitreous china 600x410x365mm size with vented (P) trap of approved make white PVC low level flushing cistern of 10.00 lts. Capacity syphonic fitting, black plastic toilet seat with lid, buffer and chromium plated hinges etc. complete incl. breaking and making good the walls, floor etc. All tools, plant, labour & material complete.	No	3	5902.00	17706.00
19	Providing, fixing, testing and commissioning of Orissa Pan of size 580x440mm with 10 liters. capacity PVC Cistern of Hindware make or equivalent make and of ivory colour or any other approved colour with "P/S trap including fittings, breaking and making good the wall,	No	4	6175.88	24703.52

	floor etc, providing and fixing PVC soil Pipe connection as directed, etc. complete. All tools, plant, labour & materials, etc. complete.				
20	Providing and fixing urinal flat back large "Hindware" make code 60002 or equivalent of approved colour with Flush Valve Dual Flow Concealed Type with Control Cock Operation Plate 40mm size code: 1089 including all necessary fittings as directed and as approved by the Engineer, making concealed drain and water connections with PVC pipe min. 1" dia. , cutting & making good the walls, floors etc complete. All tools, plant, labour & materials etc. complete. ( Note: The colour of the urinal shall be ivory or any approved colour)	No	3	11365.38	34096.14
21	Providing and fixing wash basin (550x430)mm with pedestal of constellation series of "Hindware" make or equivalent make and series of ivory colour or any other approved colour including all necessary fittings like C/P bottle trap & waste coupling of Jaguar make or equivalent, with PVC waste pipe concealed of min. 32mm dia.etc. complete, making good the wall/ floor etc. complete. All tools, plant, labours & materials etc. complete.	No	3	8133.02	24399.06
22	Supplying & fixing in position PVC Nahni trap of min. size 100mm (4") dia with fittings incl. Cost of labour & material for necessary concrete work, breaking & making good the walls, floors, providing stainless steel gratings etc. complete. All tools, plant, labour & material etc. complete.	No	5	439.00	2195.00
23	Cleaning of closed drains, including lifting of slabs, removal of debris from the drains and disposal of the same out. All tools, plant, labour & materials etc. Complete	m	150	31.28	4692.00

24	Replacing the curtain rings of 32 mm dia approx. All tools, plant, labour, materials etc. complete	No	200	7.30	1460.00
25	Supplying & fixing 19mm dia aluminum curtain rods with powder coating (hollow type) and with necessary aluminum brackets fixed to wooden plugs, 2 nos. All tools, plant, labour & material complete.	m	50	192.00	9600.00
26	Washing of old curtains in A.O. Bldg. including removing and putting back the curtains back in position after washing ,etc. (app. Size of one No. - 4.80 m x 2.1 m) All tools, plant, labour, materials etc. complete	No	200	75.08	15016.00
27	Supplying and fixing wooden table drawers size (0.59 x 0.56 )m as per drawing using particle board of 19 mm thickness for outer box and 12 mm thickness for drawer and for bottom 6 mm thick commercial plywood including providing 3 nos of handles and 3 nos of drawer locks of Godrej make. All tools, plant, labour and materials etc. complete	No	40	6058.06	242322.40
28	Supplying & fixing table Drawer locks. All tools, plant, labour & material complete.	No	20	326.00	6520.00
29	Dismantling of Aluminum partitions made of particle boards/ aluminum partition fully/ partly paneled/partly glazed etc. and shifting it to new location to be fixed including all cleats, screws etc.all tools, plant, labour & material etc. complete.	m2	100	373.96	37396.00
30	Refixing of Aluminum partitions made of particle boards/ aluminum partition fully/ partly paneled/partly glazed etc. including all cleats, screws etc. all tools, plant, labour & material etc. complete.	m2	100	505.71	50571.00
31	Providing and fixing aluminum powder coated frame partition with door.				
	<b>a)</b> aluminum powder coated frame partition (shade of powder coating brown) using section for rectangular				

<p>tube of size 63.50mm x 38.10 mm x 1.2mm thick with intermediate horizontal member at 1.2m level and vertical member to be equally spaced so as to distance shall not exceed more 1.15m. Partition shall have both side pre-laminated board of 12mm thickness (shade of pre-laminated board off- white). The aluminum sections shall have matti wood fixed on inside periphery of size 25mm x 25mm fixed to the aluminum section using screws of appropriate size, pre-laminated board to be fixed to the powder coated aluminum angle size of 20mm x 20mm x 16 swg (shade of powder coated off-white) using screw of appropriate size. Plain float glass of 5mm thick to be provided above 1.2m height fixed to the aluminum section using powder coated aluminum angle of size 20mm x 20mm x16swg on both faces of glass using screw of appropriate size. Rate shall include powder coating, wastage, cutting, fixing, providing necessary cleats, using self tapping screws etc. All tools, plant, labour and materials etc. complete.</p>	m2	20	5620.13	112402.60
<p><b>b)</b>Providing and fixing in position powder coated single shutter door of required size with powder coated in brown colour using section for single partition / double partition of size 63.5mm x 38.10mm x 1.2mm thick for door frame, shutter bottom member of size 120mm x 50mm x 1.2mm, shutter vertical style of size 45mm x 50mmx1.2mm alongwith the screwless bidding of size 19mm x 17.30mmx0.80mm thick with glazing of clear float glass of 6mm thick of approved quality., Vertical member for wall shall be fixed with oxidized self tapping screws of 75mm long using appropriate lugs as</p>				

	<p>directed. Rate shall include powder coating in brown colour, standard accessories such as EPDM beading, handle locking arrangement with dead lock, fixing to wall / column using oxidized screws of length with 755m with proper inserts, removing of skirting / plaster and making good, filling of gaps, providing necessary cleats and M.S.</p> <p>rods as required using self-taping screws, push and pull signs, 4 nos. stainless steel butt hinges 100m x 70mm x 1.8mm long with self-taping screws, anodized aluminum tower bolt of size 150mm long etc. All tools, plant, labour and materials etc. complete.</p>	m2	20	5620.13	112402.60
	<p><b>c)</b> aluminum powder coated frame partition (shade of powder coating brown) using section for rectangular tube of size 63.50mm x 38.10 mm x 1.2mm thick with top horizontal member at 1.2m level and vertical member to be equally spaced so as to distance shall not exceed more 1.15m. Partition shall have both side pre-laminated board of 12mm thickness (shade of pre-laminated board off- white). The aluminum sections shall have matti wood fixed on inside periphery of size 25mm x 25mm fixed to the aluminum section using screws of appropriate size, pre-laminated board to be fixed to the powder coated aluminum angle size of 20mm x 20mm x 16 swg (shade of powder coated off-white) using screw of appropriate size. Rate shall include powder coating, wastage, cutting, fixing, providing necessary cleats, using self-taping screws etc. All tools, plant, labour and materials etc. complete.</p>	m2	50	3357.48	167874.00
32	Repairs to the aluminum frame glass window including removing the glass, replacing damaged rubber				

	beading with new rubber beading, refixing of glass to the aluminum frame, cleaning, repairs/replacing bearings/ rollers , applying sealant to the joints of aluminum and masonry, etc. complete. All tools, plant, labour & material etc. complete. ( Note: rate per no. of window i.e. of window size (1.80x1.20)m. Damaged member of window frame if any will have to be replaced and cost of member only will be paid separately.	No	100	615.19	61519.00
33	Repairs to the aluminum frame glass door including removing the glass, replacing damaged rubber beading with new rubber beading, refixing of glass to the aluminum frame, cleaning, providing hinges etc. complete. All tools, plant, labour and material etc. complete.	No	50	1600.54	80027.00
34	Providing and fixing in position anodized aluminum louvered ventilators in single vertical bays with 4.00 mm thick, 100mm wide frosted glass louvers of approved quality/make using best quality standard extra lead anodized aluminum sections comprising to IS-733, frame shall have groove to receive weather strip all round, glass louvers shall have PVC gap closing gaskets on top edge of louvers and approved through lever handle and operation fixed to outer frame and aluminum handle locking device, fixing to masonry, R.C.C. columns etc. as specified by manufacturer all gaps should be sealed with approved sealant etc including finishing and making good the surface with concrete/cement mortar, touch up painting, removal of old ventilators etc. All tools plant, labour & material etc. Complete.	m2	2.5	4634.69	11586.73
35	Providing aluminum handles for the aluminum frame glass window. All tools, plant, labour and material etc.complete.	No	100	78.20	7820.00



36	Providing 5.00 mm thick glass for the aluminum frame window/door, including removing the damaged glass, replacing the damaged beading, etc. complete. All tools, plant, labour and material etc.complete	m2	20	2262.65	45253.00
37	Providing 4.00 mm thick pin headed glass for louvered ventilators etc. complete. All tools, plant, labour and material etc. complete	m2	10	401.43	4014.30
38	Supply of Labours for execution of maintenance works in the Port including required tools for the specific work.				
<b>A</b>	<b>Skilled Labour</b>				
(i)	Aluminium fitters	No	30	715.00	21450.00
(ii)	Fitters/Plumber	No	20	715.00	14300.00
(iii)	Mason	No	20	715.00	14300.00
(iv)	carpenter	No	20	715.00	14300.00
<b>B</b>	<b>Unskilled labour</b>				
(i)	Male coolie	No	400	547.00	218800.00
				<b>Total Rs.</b>	<b>15,72,210.08</b>