



AN ISO 9001:2015 PORT

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

**TENDER NO. CE/28/2018
CE/N-26/2018**

FACE SHEET TO ACCOMPANY THE TENDER DOCUMENTS

A. 1.	Name and full address of the Contractor to whom the Tender Documents are issued.	
2.	Whether registered with Engineering (Civil) Department, if so, class of registration.	
3.	If not registered, reference to the letter of the Chief Engineer authorizing issue of the tender Documents.	
4.	Date of issue of Tender Documents	

AXEN (Accounts)

B.1. Name of Work: : “Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

1	Cost of each set of Tender Documents	Rs. 500.00
2	Date and Issue of Tender Documents	From: 23/07/2018 To 02/08/2018 upto 15.00 hrs.
3	Date of receipt of tender and time	03/08/2018 at 15.00 hrs.
4	Amount of E.M.D.	Rs. 12,100/-
5	Date of opening of tender and time	On 03/08/2018 at 15.30 p.m.
6	a) Whether E.M.D. received	Yes/No.
7	b) if so, in which shape	D.D./Cash Receipt
8	Form of contract	Item rate
9	Whether tender received in duplicate	Yes/No
10	Whether rates have been quoted in both the tenders in words and figures.	Yes/No
11	Total No. of Tenders received for the work	

AXEN (Accounts)

EXECUTIVE ENGINEER (HR)



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

GENERAL INDEX

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8. Schedule of Quantities & Rates.
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11. Declaration
12. Vendor Registration Form
13. GST Details

A printed set (Tender documents – Vol I) containing Instructions to Tenderers, General and special conditions of contract, Special Instructions of contract, General specifications forms an integral part of the tender documents.

Mormugao Port Trust
Engineering Civil Department
Main Administrative Office Bldg
Headland, Sada, Goa



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NOTICE NO. CE/N-26/2018

TENDER NO: CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

TENDER NOTICE

1. Sealed item rate tenders in **single Cover** System are invited by open advertisement on behalf of Mormugao Port Trust from Contractors registered with Engineering Civil Department (MPT), PWD / CPWD, Railways / Port Trusts / Central / State Governments, GSIDC etc., for the subject work. The approximate cost of the work is Rs. **9,30,493.20** Unregistered Contractors also can apply for tender subject to fulfilling the regulations of registration of contractor with this department.

Sr. No	Tender No.	Name of work	Cost of tender document (non-refundable)	Sale of tender documents From/To
	Class of Contractor eligible of tender	Estimated cost of work put to tender	Earnest Money Deposit	Date of opening Of tender
1.	CE/28/2018	“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).	Rs. 500/-	23/07/2018 to 02/08/2018 Upto 15.00 hrs.
	Class: D and above	Rs. 9,30,493.20	Rs. 10,000/-	03/08/2018 at 15.30 hrs.

2. The tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender may be obtained from the Office of Chief Engineer, Engineering (Civil) Department Mormugao Port Trust at Headland, Sada, Goa on payment of **Rs. 500/-** which sum will not be refunded. Additional set can be obtained on payment of **Rs. 500/-** (Non-refundable), if desired. The bidding party should pay the cost of the tender document (**non-refundable**) by **Demand Draft** in favour of **“Financial & Advisor and Chief Accounts Officer, Mormugao Port Trust** payable at **Vasco-Da-Gama** or by **cash** to **A.O. (Cash)**/ MPT/Headland, Sada at the time of submission of application form and bid documents. The Demand Draft/Cash Receipt in original is to be attached to the tender document.

3. Tender documents will not be sent by Post or Courier Service.

4. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.10,000/- (Rupees Ten thousand only)**, and E.M.D. should be lodged in the form of Demand Draft drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-da-Gama, Goa or by Cash and a cash receipt obtained from A.O. (Cash), is required to be enclosed along with the Tender in originals. In any case, E.M.D. in the form of Cash/ Cheque along with tender will not be accepted.

- a. The E.M.D. and the Tender documents in single cover should be put in separate sealed envelopes and both the envelopes should be placed in a single envelope properly sealed. The inner envelopes should be separately marked as “EMD & tender document. The outer envelope shall bear the identifications like (i) Tender No: (ii) Description of work (iii) Bidders name and Address and (iv) Due date and time of bid opening. If the envelopes are not sealed properly, Mormugao Port Trust will assume no responsibility for the misplacement or premature opening of the bids submitted.
- b. Bids if not accompanied by the requisite E.M.D. as indicated above shall be treated as invalid and shall not be opened.
- c. The EMD of the any two among the first three lowest tenderers 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. Other Contractors are requested to contact AXEN (Accounts), Chief Engineer’s Office, Main Administrative Office, and Mormugao Port Trust for claiming such refund of EMD along with copy of original receipt issued by this office.

- d. 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. ESI No.

No fresh correspondence in this regard will be made by the Port Trust.

5. Security Deposit: 10% of the value of contract plus EMD .
 - a) Amount to the extent of 10% of the value of contract to be paid in cash or in the form of a Bank Guarantee at the time of acceptance of the tender, as Initial Security Deposit.
 - b) The remaining 10% of Security Deposit 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 is recovered. However, the contractor will have the option to convert the Retention Money so deducted from the bills into acceptable Bank guarantee (s) for like sum(s) at any stage(s) of the work.
 - c) The entire amount of 10% of the value of the contract may be paid in cash /Demand Draft / Pay Order or in the form of Bank Guarantee at the time of acceptance of tender.

Note:

- i. The Bank Guarantee of 10% of the Contract Price as Initial Security Deposit will be valid till the completion of the maintenance period plus one month for the claims period.
 - ii The Retention Money of 10% of the Contract Price will be released after Successful completion of defect liability period.
6. **Security Deposit:** EMD deposited along with the tender will be converted as Security Deposit.
 7. **Retention money:** Retention money shall be deducted from reach Running account bill at 10 % of gross value of work done to the limits of 10 % of contract value.
 8. **Refund of Security deposit and Retention money:** S.D and Retention money Shall be refunded only after successful completion of Defect liabilities Period (Free Maintenance period) if applicable
 9. The entire work under this contract is required to be completed within **12 (Twelve) months** 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 the Contractor will not be considered. Tenders with counter conditions are likely to be rejected summarily without assigning any reasons therefore.
11. Time is the essence of contract. Liquidated Damages for delay in Completion of work shall be recovered at the rate of 0.5 % of the Contract Price per week or part thereof subject to a maximum ceiling of 5% of the Contract Price.
12. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.
13. The maintenance period is not applicable for this contract.
14. Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the **Executive Engineer / HR, Tel Nos: 2594610.**
15. 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.
16. The original tenders to be submitted should be enclosed in a sealed Cover and superscripted **“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19) and should be Addressed to The Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland, Sada, Goa - Pin: 403804.**
17. The tenders complete in all respects should be placed in the Tender kept inside the cabin of **AXEN (Accounts)**, Chief Engineer’s Office at Main A.O. Building, 2nd Floor, Mormugao Port Trust upto 15.00 hrs on due date and opened at 15.30 hrs. on the same date in the presence of such Tenderer’s who may wish to be present.
18. The Tenderer’s should specifically note that their offers, whether sent by post or by hand delivery, should reach this office on or before the due date and time. Offers received late will not be considered, even if posted in post office before due date.
19. The Chief Engineer and or Board of Trustees reserves the right to Reject any or all tenders received without assigning any reasons Therefore, unsigned tenders will not be considered.
20. 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.

21. GST registration for the bidder is mandatory. Bidder has to Enclose attested copy of GST Registration along with the Tender. GST has to be claimed extra as applicable while Submitting the bill/bills.
22. The Tenderer should strictly note that they shall be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
23. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

APPENDIX – I

Tender no. CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD to be converted to S.D.
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	3 days or as specified in the purchase order
3.	Time of Completion	-----	12 (twelve) months.
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Period of maintenance.	-----	Not applicable
6.	Percentage of retention from each running account bill	-----	10%. For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total l Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract recovered from the running bills.
9.	Minimum amount of interim Certificate.	-----	1,50,000/-
10.	Time within which payment to be made after contractor’s submission of the bill.	54(1)	100% payment within 5 days of recording measurements and submission of bill in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.
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		Not applicable to this contract

Dated this _____ day of _____ 2018. Signature in the capacity of _____ duly authorized to sign tender for and on behalf of _____.

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____

Occupation: _____

Date :- -----



MORMUGAO PORT TRUST
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TENDER NO: CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

FORM OF TENDER

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

I/We _____ do hereby Offer to execute the work comprised in the annexed Tender Notice for **“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, cruise terminal building & new Railway signaling building, toilets of two tugs for a period of one year (2018-19)”** in strict accordance with the Instructions to Tenderers, General Conditions of Contract, and Specifications etc., at the Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake to supply the materials in the Schedule of Quantities & Rates within **12(Twelve) months** from the date of release of site / work order. I/We also agree that this tender will remain open for acceptance till 120 days Port. 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 Price per Week or part thereof's delay in work 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. 10,000/- (Rupees Ten Thousand 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 & 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 part of the Initial Security Deposit.

6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to **10%** of the Contract Price 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 till the amount of 10% of the contract price is accumulated.

7. I/we agree to abide by this tender to be valid for the period of 180 days from the date for opening 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 interim bills be made from time to time in advance of such bills being audited as per tender conditions.

11. *(A) Mine is a proprietary firm and I am the sole proprietor of the firm. My firm is/is not registered with Registrar of firms.

Name: _____

Age: _____ years

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

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

NAME AND ADDRESS OF TENDERER:-

SIGNATURE OF TENDERER

Witness: - _____

Date: _____ Day of _____ 2018

Witness: - _____

Witness: - _____



MORMUGAO PORT TRUST
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ADDITIONAL INSTRUCTIONS TO TENDERERS

The instructions to the Tenderers 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.

If 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. Sealed item rate tenders are invited in single cover system for work described in the Tender Notice referred to herein before.
2. 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 from the last date of submission of the tender document. (Whether or not the submitted tender(s) are opened or otherwise at the time of tenderer withdrawing his tender, the tender shall be cancelled and the Earnest Money (E.M.D) deposited by the tenderer forfeited to the trustees and if the tender is accepted the Security Deposit (SD) mentioned in Para 5 hereinafter will be furnished.
3. Tenderer must submit the complete tender set duly signed wherever required. Any tender not so signed will not be considered. Alterations to the conditions of contract and specifications will not be entertained.
4. SECURITY DEPOSIT: EMD plus 10% Retention Money deducted through R.A.Bills. The Successful Tenderer will be required to deposit the following amounts as Security Deposit for the due fulfillment of the contract.

- a. Security Deposit (S.D.) will be EMD plus **10%** Retention Money which will be deducted from Running bills at rate of **10%** of work done and retention money shall be limited to 10% of contract Value.

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.)

5. 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.

6 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 reason will be assigned for the rejection of any tender,

7. 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.

8. Tenderers should refrain from sending revised or amended offers after the closing date of the tender.

9. 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 Completion time period before tendering for the same.

10. Cost of testing of materials shall be borne by the Contractor.

11. Tenderers should note the arrangements described in the tender document for prompt payments of bills.

12. The free maintenance period for this work is not applicable.

13. Further particulars can be obtained on application to the office of the Chief Engineer, Mormugao Port Trust A.O. Building, Headland, Sada, during the office hours.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
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“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

ADDITIONAL GENERAL CONDITIONS OF CONTRACT

- 1) The tenderer shall visit the site and fully study the work involved vis-à-vis the quantity and specification before tendering for the work. Any clarification in this regard will be given if required prior to submission of tender. The tenderer should inspect the site, assess himself the area, accordingly the rates may be quoted. No claim will be entertained regarding for this purpose thereafter.
- 2) The rates quoted by the tendered shall hold good for period of contract.
- 3) The proposed work broadly comprises as detailed in scope of work.
- 4) The work has to be carried out from 8.00 hrs. To 12.00 hrs. 14.00 hrs. To 18.00 hrs in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office staff. Removal of chokeups & cleaning of chambers has to be carried out any time on call without any additional payments.
- 5) The contractor/contractors representative has to obtain the signature of the user dept during the site visit along with the dept representative everyday in the afternoon session stating that cleaning is carried out & chock ups are removed. The report should be submitted to AXEN/MOHC Section every day, Failing which it will be accounted as cleaning not carried out. The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any location/building and on such occasions, the Mormugao Port Trust shall be free to recover from the contractor's bill at 1 and ½ times as per quoted amount as per item no 6 or the amount actually incurred for carrying out the work either departmentally or through any other agency.
- 6) The quantities mentioned in the Schedule of Quantities and Rates are only approximate and the Board is liable to pay for only such quantities of work

as are actually executed.

- 7) The rate quoted by the contractor shall be inclusive of transportation charge 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. GST shall be paid extra.
- 8) The Tenderers supervisory staff shall be fully experienced in this type of work and all safety precautions should be taken and the work to be carried out under their supervision.
- 9) The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
- 10) Without limiting his obligation and responsibilities under clause 21 of G.C.C. (Vol.I), the contractor shall insure, at his cost, in the joint names of the Board and the contractor against all loss or damage from whatever cause arising (other than the expected risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of construction of the works and are also covered during the period of maintenance 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.I).
 - (i) The works and the Temporary Works to the full value of such Works executed from time to time.
 - (ii) The materials, constructional plant and other things brought on to the site by the contractor to the full value of such materials, Constructional plant and other things.
- 11) 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 Chief Engineer's representative the policy or policies of insurance and the receipts for payment of the current premia provided always without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or reconstruction of any work constructed with material or workmanship not in accordance with the requirements of the contract.
- 12) 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 out of the execution of the works or temporary works or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C. (Vol. I).

- 13) 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 receipts for the payment of the current premia.
- 14) The contractor shall insure against accident, injury, etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representative such policy of insurance and the receipt for payment of the current premia. Provided always that in respect of any persons employed by any sub-contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or to the Chief Engineer's representative when required such policy of insurance and the receipt for payment of the current premia.
- 15) 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.I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.
- 16) The successful tenderer will have to submit within 7 days after receipt of the acceptance Letter a phased programme of execution of different items of works.
- 17) 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 – I of the tender document will be given to the contractor subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port's supervisory staff.
- 18) **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.

- 19) 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.
- 20) FOOTWARE, GLOVES ETC.:
In partial modification of Clause No.31 of the General Conditions of Contract, the contractor shall at his own expenses provide safety equipment, for all labour employees on all types of work to the satisfaction of the Chief Engineer or his Assistant.
- 21) ACCIDENTS:
The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accidents to the Chief Engineer or his Representative. The contractor shall also report such accidents to the concerned constituted authorities.
- 22) The contractor and his workers/agents shall be required to obtain from MPT and display a Photo Identity Card during entry, stay and exit from the Port security areas guarded by CISF personnel.
- 23) All applications for issuance of Photo Identity cards shall be routed through the Chief Engineer, who shall forward the same to the Port's Traffic Department, whose pass section will issue the Photo Identity Card to the contractor or his agents at free of cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
- 24) 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.
- 25) The operation of the Port should not be stalled due to this tender work.
- 26) Contractor shall maintain register at site to monitor the execution of each items of work as per the specified specifications and register to maintain the records of material brought to site and the daily consumption and register/file of test reports of materials brought to site and as specified by the Engineer in charge. The register / files should be made available for inspection of the Chief Engineer or his representative whenever so desired.
- 27) Rates and Prices to be inclusive.
The item rate entered for the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and

- contingent costs and charges, whatsoever, including sales tax on works contracts, etc. if any, for compliance with conditions of contract and specification.
- 28) 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.
 - 29) The Taxes involved in the execution of Works Contract Act 1935 shall be borne by the contractor and rates quoted by the Tenderers shall be inclusive of the said tax also. GST applicable shall be payable extra
 - 30) FACILITIES FOR WORKS OF OTHER AGENCIES:
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.
 - 31) 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.
 - 32) The contractor if work involves labour then they shall have EPF/ESI Registration No. Of the firm and shall contribute towards Employees Provident Fund (EPF)/ESI and submit the copy of the same along with the details in the prescribed format while submitting bills if admissible if applicable.
 - 33) The material is to be delivered and stacked in proper order in the AEN/Rly stores /marshalling yard or as directed.
 - 34) Port will not arrange to remit road permit or any other charge and will not issues octroi inspection certificate etc if any involved in transportation of the materials. All charge, expense, inspection regarding transportation have to be arranged by the contractor.
 - 35) The quantities mentioned in the Schedule of Quantities and Rates are only approximate and the Board is liable to pay for only such quantities of work as are actually executed.
 - 36) Item rate quoted by the contractor shall be inclusive of Sales Tax, General Tax,, Income Tax etc. and all other incidental charges that the tenderer may have to bear for the execution of the works.
 - 37) GST Registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration Certificate along with the tender. Service Tax has to be claimed extra as applicable while submitting the bills.
 - 38) Free maintenance period for this work is not applicable.

39) **MODE OF PAYMENT:**

1. The procedure for preparation and settlement of contractor's bills is as under subject to submission of bill in quadruplicate with the Engineer's certification:
2. Minimum amount of Interim Certificate shall be Rs.1,50,000/-
3. 100% within 5 working days of submission bill in quadruplicate with MPT Engineers certification.
4. The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealing with the Mormugao Port trust.
5. Retention Money will be recovered through the bills at the rate of 10% of the amount certified in each bill, till an amount equivalent of 10% of the Contract Price is accumulated.

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

41) The contractor shall submit the interim measured bills and final bill only after the measurements are checked by the concerned Assistant Engineer and after the final corrected quantities to be billed are given by him.

42) **FACILITIES FOR WORKS OF OTHER AGENCIES:**

Contractor shall take care to see that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, by laying of cables or any other work, which will be awarded during the period 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.

43) The following registers/forms shall be maintained by the contractor:

- 1) Muster Roll in Form XVI.
- 2) Register of wages in Form XVII.
- 3) Register of overtime in Form XXIII
- 4) Register of fines in form XXI
- 5) Register of advances in form XXIII
- 6) Register of persons employed in form XIII
- 7) Material Register (stating total received, daily consumption & balance.
- 8) Hindrance register
- 9) Site instruction book.
- 10) Joint measurement/record register
- 11) Any other register required by the Chief Engineer or his representative. The contractor shall keep all registers in safe custody.

- 44) The successful tenderer shall be required to enter into an agreement with Mormugao Port Trust immediately after acceptance of the tender. The cost of stamp paper for the agreement shall be borne by the successful tenderer.
- 45) Water required for cleaning the toilets, wash basins and urinals, septic tanks and soak pits etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc and cost of water will be borne by MPT. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.
- 46) The contractor or his representative should report to the Engineer in charge of the work daily at 9.00 hrs. & 15.00 hrs. And submit the labour deployment & material consumption report on day to day basis. There after the contractors representative should accompany the dept representative to each location to obtain the signature of the user & submit it to the JE in charge every day. In case of failure in this payment will not be considered for that day's work proportionately.
- 47) The rate quoted by the contractor shall be inclusive of Sales Tax, General Tax, Octroi, Excise Duty, Service Tax, Income Tax etc. and all other incidental charges that the tenderer may have to bear for the execution of the works except GST.
- 48) Minimum deployment of labour: The Port area envisaged in the contractor is at backup area of MOHP areas and it would be the responsibility of the contractor to deploy minimum 4 labourers on all working days. Any additional labour and material required for housekeeping and fulfilling requirement should be to contractor's account. The contractor shall submit the names of labourers for the purpose of verification.

Note:

- a. In case of non- deployment of adequate labour, recovery will be made at 1.5 times the basic rate of labour considered for payment.
- b. As and when the minimum wages of labour are revised by the ministry of labour, the difference in labour wages will be paid to the contractor as applicable.
- c. Basic rate for unskilled labour taken for this tender is Rs. 548/- (Five Hundred forty eight only) per man day of 8 hours a day working)
- d. Providing mobile for better communication**
Deployment of supervisor is not necessary hence each labour should have mobile number for better communication. If any time sim card has been changed by the labour same shall be intimated to the Engineer in-charge.
- e. Cluster allotted to each labour is the wholly responsible for cleaning and keep maintained throughout the day. Same labour should get the signature daily from the identified official for the proof of work carried out as per the pro-forma given by the Engineer in-charge.

- 49) The contractor shall procure the minimum material (as per list enclosed) every month after obtaining gate pass from authorized persons & the materials shall be brought inside the port area & shall be recorded on the register & jointly signed & kept in the custody of in-charge of the departmental representative only. The Materials brought shall be kept in one store except brooms & other equipments & one key shall be kept with departmental representative. The stock will be verified at any given time & at the end of every month the balance stock if any remains in the store shall be intimated & recorded.
- 50) Any shortfall of material brought by the contractor will be recovered at the market price of such materials. Also necessary deductions will be made in quoted rates for non utilization or under-utilization of such materials for cleaning.
- 51) The monthly labour payment shall be made in the presence of the J.E. In charge failing which no bills will be processed.
- 52) List of materials to be utilized for housekeeping for one month to be kept in AXEN(MOHC) Sectional stores for usage throughout month.

Sl. No.	Material	Unit	Quantity per Month
1	Harpic.	Ltr.	2.50
2	Naphthalene balls.	Kg.	2.00
3	Phenol.	Ltr.	15.00
4	Diluted Hyd.acid.	Ltr.	4.00
5	Brooms (Soft)	No.	2.00
6	Brooms (stick type)	No.	2.00
7	Mops	No.	2.00
8	Buckets	No.	4.00 (per worker contract period)
9	Dust Bins	No.	4.00 (per worker contract period)
10	Detergent/Vim/Biz.	Kgs.	6.00

- 53) The contractor shall bring the equipments like scrubbers, toilet brush, cloth dusters, gunny bags, choke up removers etc., as and when required.

CHIEF ENGINEER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO. : CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

SCOPE OF WORK

1. Housekeeping including toilet cleaning twice a day, sweeping, moping offices, lobbies, corridors, staircases etc. once a week, weeding 3m along periphery of building.
2. Cleaning of septic tanks.
3. Cleaning of soak pits.
4. Chock up removal of chambers.
5. Maintenance of garden at Cruise terminal building.

Deployment of labour per the cluster specified as under.

Sr.No.	A-MOHP AREA
1	Port users building 2 nd floor – toilets/ staircase
2	Receiving rest room & first aid post – toilet area
3	Substation ‘A’ - toilet
4	Electric Workshop - toilet
5	MOHP workshop - toilet
6	Fire monitor building - toilet
7	Substation - toilet
8	Port Craft jetty bldg., - toilet
9	Old CME’s bldg (toilet, lobby / staircase area, canteen)
10	CISF & customs office at Gate No. 2 - toilet
11	Fire station – toilets/ staircase
12	Substation behind Fire station - toilet
13	New railway Signalling building
14	Toilets on MPT UGS (Two tugs)
	B- Harbour Area
1	Office at Gate no. 1 & break water gate (CISF, customs &
2	Old AO building – toilets, corridor, lobbies, staircase.
3	CHL bldg. At hr- toilets/ staircase/ lobbies (As an when the premises is open)



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

TENDER NO. : CE/28/2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

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

1. Tenderers are required to fill in their percentage rate at the Price Bid i.e. excel spread sheet in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
2. The Percentage Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule should be noted and the 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.
4. 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.
5. Tenderers are requested to note that though the contract is for percentage rate, they are required to add or deduct the amount due to this percentage, as the, case may be and work out the final figures(amount of their tenders), at the end of the Schedule of Quantities & Rates.

CHIEF ENGINEER



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/28 /2018

“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).

SCHEDULE OF QUANTITIES AND RATES

Item No.	Description of work	Approx. quantity	Unit of quantity in words	Rate in fig./words	Amount Rs. Ps.
1	Housekeeping of structures back up area of MOHP (as per Annexure-I) including all the W.C.'s, urinals, wash basin etc. in the toilet blocks by scrubbing using vim powder etc. including removal of stains if any by using dilute HCL/Harpic including disinfecting with phenol of approved make in the proportion specified by the manufacturer, including providing naphthalene balls 3 nos. in urinals & 1 no. in washing basin and replacing the same every fortnightly, including removal of choke ups in wash basin, urinals, W.C's, nahni traps, sealing of nahni trap jalties etc. including disposal of swept material in to the nearest dust bin, weeding 3 meter along periphery of building, removal of plant/ wild growth on building including on terrace of building/ sanitary pipelines etc complete. Note: toilets to be cleaned twice a day & other areas such as offices, staircases/lobbies/ corridors etc. to be swept and moped once a week as indicated scope of work. Note: 1 The contractor has to arrange for a site inspection along with dept. representative & Contractors representative to obtain the signature of the user	12	Month	69281.1	831373.2

	<p>dept during the site visit every day In the afternoon session stating that cleaning is carried out & chock ups are removed. The report signed by all the three should be submitted to AXEN/MOHC Section every day, Failing which it will be accounted as cleaning not carried out. The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any location/building. For any structures demolished or kept unused proportional deduction shall be made from the rates quoted.</p>				
2	<p>Cleaning of the septic tanks & inspection chambers of sludge and other waste materials collected including transporting the sludge & other waste materials outside the MPT area using night soil tanker (8m3 capacity), making the area clean including lifting the cover slabs & placing them back in position after the removal of choke up making them airtight with c.m. 1:5 proportion etc. All labour, material, T & P etc. complete.</p>	5	No.	2625	13125
3	<p>Cleaning of the soak pits of laterite boulders & refilling the same including supplying& filling new boulders of porous nature as approved by the department including removal of any choke ups & cleaning the pipe leading to the pit, transporting the waste materials outside the MPT areas as suggested making the area clean including lifting the G.I. sheet cover/R.C.C.& placing them back in position after cleaning of the area, making them airtight with c.m. 1:5 proportion etc. All labour & material, T&P etc. complete.</p>	5	TRIP	3150	15750
4	<p>Chock up removal from inspection chambers including disposal of sewage by digging pit in nearby</p>	30	No.	697.2	20916

	area and refilling the pit with excavated earth and resealing the chamber with cement mortar (1:5), making it water tight including all tools, plants, equipments, labour and materials etc. complete.				
5	Maintenance of garden of new Cruise Terminal building at Harbour including sweeping, weeding, watering lawn and other plants, shrubs, flowering plants, trees etc. All tools, plants, labour and materials etc. complete.	12	Month	4110.75	49329

TOTAL AMOUNT INCLUSIVE OF ALL TAXES EXCEPT GST of –“A =9,30,493.20

Note:

- 1. Min. labour deployment & penalty please refer clause 48 & 52 of Add. Gen Condition of contract of this tender**
- 2. Detail deployment of labour as per cluster please refer scope of work**

a) ADD : _____% (In figure) _____
 From the above amount at “A” i.e Rs. _____

OR

a. DEDUCT : _____% (In figure) _____
 From the above amount at “A” i.e Rs. _____

b) Total Quoted Tender Amount inclusive of Sales & General Taxes in words-
 Rupees _____
 _____ only.

THE QUOTER SHOULD SCORE OUT EITHER “ADD” OR “DEDUCT” AS THE CASE MAY BE”

- NOTE : (A) The tenderer should score either “ADD” or “DEDUCT” as the case may be.
 (B) The tenderer are strongly advised in their own interest to inspect the site before tendering.
 (C) The tenderer should score out either “ADD” or “DEDUCT” as the case may be.

Witness’s
 Signature: _____
 Name: _____

Tenderers:
 Signature: _____
 Name: _____

Address: _____
 Tel. No. _____
 Date: _____

Designation: _____
 Address: _____
 Tel.No. _____
 Date: _____



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MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT

**“Housekeeping of structures in back up area of MOHP, Fire monitoring building, Port craft jetty, Break water and gate no. 1 toilets, new Railway signaling building, toilets of two tugs for a period of one year (2018-19).
one year (2018-19).”**

DECLARATION

I hereby declare, that I have read and understood the General conditions and Specifications of the work which are printed in Vol-I, supplied to me by the department which will form a part of tender and shall remain binding on me.

Signature of Tenderer.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Annexure

Form of Performance guarantee / Bank guarantee bond.

[Reference para 21.1(1)(V)]

In consideration of the Board of Trustees of Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between Board and(hereinafter called "the said contractor(s)") for the work.....(hereinafter called "the said agreement")

having agreed to production of an irrevocable Bank Guarantee for Rs.....(Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We.....(hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank)
Pay to the Board an amount not exceeding Rs.....(Rupees.....only)
on demand by the Board.
2. Wedo hereby undertake to pay the amounts due and payable(indicate the name of the Bank)under this Guarantee without any demur, merely on a demand from the Board stating the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).
3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under, and the Contractor(s) shall have no claim against us for making such payment.
4. We..... further agree that the Guarantee herein contained shall(indicate the name of the Bank) remain in full force and effect during the period that would be taken for the

VENDOR REGISTRATION FORM

1. Name of the Organization : _____
2. Address (In Detail) : _____

3. Telephone Number : _____
4. E-Mail Id : _____
5. Permanent Account Number (PAN) : _____
6. Bank Name : _____
7. Bank Branch Address (In Detail) : _____

8. Bank Branch Code : _____
9. Bank Account Number : _____
10. Bank Account Type : _____
11. Magnetic Ink Character Recognizer (MICR) : _____
12. Tax Identification Number (TIN) : _____
13. GST Registration Number : _____
14. GST Registration Code : _____
15. CST Registration Number : _____
16. Employee Provident Fund (EPF) Registration Number : _____
17. Employee State Insurance Scheme (ESIS) Registration Number : _____
18. IFSC Code : _____

GST details

Sr No	Particular	Mormugao Port Trust	Data Required
1	Customer Name as per GST Registration Certificate	Mormugao Port Trust	
2	Full Postal Address	Administrative Building, Headland Sada.	
3	City	Goa	
4	Pin code	403 804	
5	PAN	AAALM0293P	
6	Type of Person	Local Authority	Company/Firm/Individual/Trust/LLP/AOP
7	Resident/Non Resident as per Income Tax Act	Resident	
8	ARN No.	AA30617001663N	
9	Provisional ID	30AAALM0293P1ZY	
10	GST No.	30AAALM0293P1ZY	
11	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
12	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
13	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
14	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
15	Whether B2B or B2c (B= Business & C= Customer)	B2B	
16	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
17	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
18	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	
19	Central Excise Registration No.	--	

20	Service Tax Registration No.	AAALM0293PST001	
21	VAT - TIN	30181201096	
22	CST - TIN	V/CST/1683	
23	IEC	1706000073	
24	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.com anant.chodnekar@mptgoa.com	

I, Mr./Mrs. _____(Proprietor/Partner/Director) of M/s _____do certify that the information given above is complete and correct.

Place
Date

Signature
(Name: _____)