



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/CMO/0035

19.05.2020

To,

1. Jas-N-Co., Vasco.
2. Fashion Street, Porvorim.
3. Kaltro Enterprises, Nashik.
4. Narang Medical Ltd., Mumbai.
5. Shalimar Cloth Store, Vasco.
6. Madgaonkar Cloth Store, Vasco.
7. Caro Distributors, Margao.
8. Kings Handlooms, Vasco.
9. Chetana Industrial Equipment, Vasco.

Dear Sir,

Last date and time of submission of tender: on 12.06.2020 before 15.00 hrs.

Date and time for opening of Cover-I: on 12.06.2020 at 15.30 hrs.

Sub: Supply of the following linen/material for MPT Hospital:-

1. Bed Sheets, white, cotton, of size 100" x 60", with MPTH monogram – 350 Nos.
2. Pillow Cases, white, cotton, of size 30" x 21", with MPTH monogram – 200 Nos.
3. Turkish Towels, white, of size 27" x 57", with MPTH monogram – 150 Nos.

Ref: Tender No. MM/NS/CMO/0035 due on 12.06.2020 at 15.30 hrs.

EMD: Rs. 2,600.00 (Rupees Two Thousand Six Hundred Only).

You are requested to **furnish** your offer in the **two bid system** against our Tender.

"Techno Commercial Offer" or Cover-I shall contain complete & detailed conditions towards technical specifications and commercial terms and conditions such as packing & forwarding, freight, insurance, discount, taxes, price variation clause and any other conditions but excluding the price and should be submitted along with Earnest Money Deposit. Commercial and technical deviations if any should be clearly spelt out. The Cover-II or "**Price offer**" **should contain only the prices** without any conditions.

Cover marked - I "Techno Commercial offer" shall be opened on **12.06.2020 at 15.30 hrs.** The "Price Offer" or Cover-II will be opened only of those firm's that qualify for the Techno-Commercial (Cover-I) conditions.

Tenders shall be accompanied by EMD of **Rs. 2,600.00 (Rupees Two Thousand Six Hundred Only).** **The EMD shall be paid in e-payment mode by RTGS/EFT in our Bank or by drawing a receipt in our Cash Section by way of payment by Cash before submission of bids. Our Bank details are attached to this tender.** For exemption of EMD, the certificate from MSME for the concerned works/supplies shall be submitted in electronic format (by scanning) while uploading the bid. Incomplete tenders or tenders without EMD will not be accepted. Tenders should be kept valid for a minimum period of 120 days from the date of opening and shall conform to the general terms and conditions of contract attached.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

Yours faithfully,

MATERIALS MANAGER

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832-2520222/2520220

Web Site: <http://mptgoa.gov.in>, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

INSTRUCTIONS TO TENDERERS

1. **Only reputed tenderers having experience in supplying of such material are eligible to apply for this Tender.** Tenders without proof of supply of the subject material will not be considered for further evaluation. In case, any tenderer require to inspect the type of material before bidding, the same may be carried out at the MPT Hospital premises, at Headland, Sada, Mormugao, Goa – 403 804 (Tel: 0832 2594925 – Nursing Superintendent for assistance), during working hours (9.00 am to 4.00pm).
2. **Tenders received before the last date and time for submission of tender will be opened on due date at 15.30 hrs.** The bidders can witness the Tender opening if required.
3. The tenderers shall deposit the **Earnest Money Deposit** amount of **Rs. 2,600.00** by RTGS in our Bank as per the Bank details attached. **The EMD shall be paid in e-payment mode by RTGS/EFT in our Bank or by drawing a receipt in our Cash Section by way of payment by Cash before submission of bids. Our Bank details are attached to this tender.** For exemption of EMD, the certificate from MSME for the concerned works/supplies shall be submitted in electronic format (by scanning) while uploading the bid. The details towards the EMD payment made shall be indicated in the technical cover (Cover-I). **Offers without the Earnest Money Deposit will not be considered except as under clause no. 13 below.**
4. The tender Earnest Money deposits of unsuccessful tenderers will be refunded by NEFT, after a decision has been reached as regards to the acceptance of the tender. Kindly furnish your full Bank details in the formats attached along with your offer.
5. The prices should be quoted item wise separately. Prices quoted on lump sum basis (i.e. for all the items taken together) will not be considered and the offer is liable to be rejected.
6. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
7. The prices should be valid for part quantities also.
8. Full GST will be applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.
9. The Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and uploaded along with "Techno Commercial Offer" - Cover I in acceptance of all the terms and conditions mentioned therein. In case this is not done, the tender is liable to be rejected.
10. The offer submitted should satisfy all technical specifications in the attached Annexure-B, else the offer is liable to be rejected.
11. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
12. All documentary evidence and information requested should be uploaded along with your offer without fail.
13. Please note that the Port extends concession such as exemption in payment of EMD to Micro, Small & Medium Enterprises (MSME) registered with the NSIC, provided proper proof is furnished. Relaxation for Schedule Castes & Schedule Tribes, upon furnishing of Certificates will be given based on the Ministry of MSME, Govt. of India for Procurement and Works Contracts, under procurement policy order 2017.
14. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

MATERIALS MANAGER

NOTE: The above format should be furnished with your offer duly signed and stamped along with Cover-I failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

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MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
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TERMS AND CONDITIONS

1. **PRICES:** Prices quoted should be on F.O.R. destination basis inclusive of transit insurance indicating clearly the quantum of taxes and other charges whatsoever applicable. The prices should be firm. However, in case of any statutory revision in taxes within the delivery period of supply order, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification.
2. **TAXES:** Full GST as applicable at the time of delivery during the contractual period.
3. **DELIVERY:** The material is to be supplied within 8 weeks of receipt of order. The material will have to be supplied on 'door delivery' basis to our store at Baina, Vasco-da-Gama, Goa, duly insured at your cost.
4. **PACKING:** The materials shall be duly packed in such a way as to withstand the hazards of transportation.
5. **INSPECTION:** The material will be inspected by our Quality Control Officer on receipt at our Stores. Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects/quality, the supplier has to make his own arrangements at his cost to lift the rejected materials and to replace the same immediately.
6. **PAYMENT:** Our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT. Suppliers numbered invoice should indicate the suppliers and MPT's GST numbers and the material HSN number.
7. **VALIDITY:** The offer should be valid for a period of 120 days from the date of opening of Tender.
8. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security Deposit amount equal to 10% of the basic value of the order, exclusive of GST, by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. In case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months and a claim period of further 3 months, or till the Guarantee Period of the material supplied. Please note that we do not accept Bank Guarantee issued by ICICI Bank.
9. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**
10. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained
11. **The full details as regards GST Registration Number, Permanent Account Number (PAN) (Income Tax) Bank A/C No. and type of A/C, Name, Address, MICR Code and IFSC Code of Bank, etc. should be furnished as per our format attached.**

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12. CONCILIATION

- i. Disputes, if any, between MPT and the Contractor before, during or after the arbitration proceedings may be referred to a conciliation committee for resolving the dispute as defined in the Arbitration and Conciliation (Amendment) Act 2015 (3 of 2016).
- ii. The conciliation proceedings shall commence only when the other party accepts in writing to conciliate within 30 days from the date on which the invitation is sent or within such period of time as specified in the invitation. If the other party rejects the invitation, there will be no conciliation proceedings and the dispute shall be resolved as per Arbitration Act specified in the tender document.
- iii. Appointment of conciliators
 - a. The Port will constitute a conciliation committee of 2 persons for resolving the disputes.
 - b. One of the member shall be from the legal side.
 - c. The other member will be Technical expert who will be appointed from time to time as and when required, having experience in the relevant field from the panel of the list prepared by IPA, New Delhi or alternatively a retired Sr. Officer preferably head of the department of relevant field from the Port sector or from any State Govt. service.
- iv. The conciliation proceedings shall take place in Goa preferably at Administration Building MPT and the cost towards conciliation shall be equally shared by both parties.

13. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.

MATERIALS MANAGER

We hereby agree to all the above terms and conditions

Signature and Seal of Tenderer

NOTE: This above format should be furnished in Cover-I of your offer duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.

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CONDITIONS OF CONTRACT

1. DEFINITIONS:-

PURCHASER means* MATERIALS MANAGER* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.

* INSPECTION OFFICER* means the person, firm or department nominated by the purchaser to inspect stores on his behalf.

*CONTRACTOR * means the person, firm or company whose tender is accepted.

2. **CONTRACT:-** This contract is for the supply of stores of the description at the rate in the quotations as and at the time and place detailed in the Schedule Order.
3. **DELIVERY:-** The contractor shall arrange deliveries of stores as detailed in supply order the time and place and the manner specified therein.
5. **INSPECTION NOTICE:-** When inspection during manufacture or before delivery is required, notice in writing shall be sent by the Contractor to the Inspection Officer, when stores are ready for inspection and no stores shall be delivered until the inspection officer has certified that the stores have been approved by him.
6. **REMOVAL OF REJECTION:-** When any stores delivered to the consignee are rejected at the consignee's depot on account of default on the part of the Contractor, they shall be removed by the Contractor within 14 days from the date of intimation of rejection to the Contractor. In case in which a contract is placed for delivery F.O.R. station of dispatch, the rejected stores may be taken back by the supplier either at the consignee depot or at the station from which they were sent. In either of these cases, the Contractor elects to take back the stores at the station of dispatch, the goods shall be booked on account and risk of the Contractor.
7. **PAYMENT:-** Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.
8. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

CONTRACTORS SIGNATURE

MATERIALS MANAGER

NOTE: The above format should be furnished with your offer duly signed and stamped in Cover-I failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

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MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

TENDER FORM

To,
The Materials Manager
Mormugao Port Trust,
2nd floor, AO Bldg.,
Headland, Sada, Mormugao,
Goa-403 804.

I/we _____ do hereby tender to supply and deliver to the Materials Manager _____ of the description and quantity at the prices and in the manner detailed in the conditions of contract..

I/We agree if my /our tender if accepted in whole or in part to execute within 14 days of communication to me /us of such acceptance and agreement for the supply of such quantity as the Materials Manager may accept. I/we agree that our stamps, court fees and legal costs for the execution of the Agreement shall be borne by me/us.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 5% of the Materials for which the tender has been accepted.

I/We further agree if I/We shall decline to execute an agreement within 14 days of intimation to that effect, my/our tender may not be accepted and my/our tender deposit may be forfeited to the administration

Signature of the Contractor

Name: _____

Address: _____

Witness: 1. _____

2. _____

REMARKS: Kindly furnish this form duly signed and stamped in Cover-I else your offer is liable to be rejected.

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ANNEXURE - A

TENDER NO. MM/NS/CMO/0035 DUE ON 12.06.2020

LIST OF ITEMS

Sr. No.	PL Code No.	Description of the item	Qty. Required (Nos.)
1	M15020150	Bed Sheets, white, cotton, of size 100" x 60", with "MPTH" monogram of size 10 cms in contrast colour on each piece.	350
2	M15020160	Pillow Cases, white, cotton, of size 30" x 21", with "MPTH" monogram of size 10 cms in contrast colour on each piece.	200
3	M15020170	Turkish Towels, white, of size 27" x 57", with "MPTH" monogram of size 10 cms in contrast colour on each piece.	150

NOTE:

1. "MPTH" monogram is to be embroidered/printed in contrast colours on each piece.
2. A sample cloth piece each for the various items to be furnished along with the offer in Cover-I, clearly indicating the make and the items for which the same is furnished. Offers without samples will not be considered.
3. In case, any tenderer require to inspect the type of material before bidding, the same may be carried out at the MPT Hospital premises, at Headland, Sada, Mormugao, Goa – 403 804 (Tel: 0832 2594925 – Nursing Superintendent for assistance), during working hours (9.00 am to 4.00 pm).

MATERIALS MANAGER

Signature of Tenderer with company seal

NB: Kindly furnish this ANNEXURE duly signed and stamped in Cover-I in acceptance of the terms & conditions given therein.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

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ANNEXURE - B

TENDER NO. MM/NS/CMO/0035 DUE ON 12.06.2020

PREQUALIFICATION CRITERIA

The Tenderer should have experience in 'Similar Works' during last 7 years ending last day of month previous to the one in which tenders invited should be either of the following:-

- a) **One** similar completed work of supply value not less than **Rs. 1.00 lakhs.**
(or)
- b) **Two** similar completed works of supply value not less than **Rs. 0.78 Lakhs each.**
(or)
- c) **Three** similar completed works of supply value not less than **Rs. 0.52 lakhs each.**

'SIMILAR' Works – means supply of **“Stitched/Cloth material.”**

Please Note: The Tenderers shall enclose supply order copies for similar works and value of supplies executed.

MATERIALS MANAGER

Name, company seal & signature of the tenderer

NOTE: Kindly furnish the above format duly signed over your office seal along with your offer in Cover-I, else your offer will not be considered.

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ANNEXURE-II

PRICE SCHEDULE – COVER II

OFFER NO. _____ DATE: _____

TENDER NO. MM/NS/CMO/0035 DUE ON: 12.06.2020

Sr No	Description of Material	Qty.	Rate/ Unit (Rs.)	P&F/ Unit	Freight/ Unit (Rs.)	Insurance /Unit (Rs.)	Others /Unit (Rs.)	GST/ Unit (Rs.)	FOR Destination U/Rate (Rs.)	HSN Code & Brand
1.	Supply of Bed Sheets, white, cotton, of size 100” x 60”, with “MPTH” monogram of size 10 cms in contrast colour on each piece.	350 Nos.								
2.	Supply of Pillow Cases, white, cotton, of size 30” x 21”, with “MPTH” monogram of size 10 cms in contrast colour on each piece.	200 Nos.								
3	Supply of Turkish Towels, white, of size 27” x 57”, with “MPTH” monogram of size 10 cms in contrast colour on each piece.	150 Nos.								

1. The tenderers are requested to fill up the above details and furnish the same in the Cover-II
2. Offers not given in above format are liable to be rejected.
3. P/F- Packing & Forwarding GST – Goods & Service Tax
4. Mention 'NA' wherever not applicable.

Date: _____

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Price Schedule (Annexure-II) format and furnish in Cover-II else your offer is liable to be rejected.

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DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.

A. VENDOR DETAILS OF VENDOR

1.	Name of the Organisation	
2.	Address (in detail)	
3.	Telephone no.	
4.	E-mail ID	
5.	PAN No.	
6.	Tax Identification No. (TIN)	
7.	Service Tax Registration No.	
8.	Service Tax Registration Code	
9.	CST Registration No.	
10.	Employee Provident Fund (PPF)	
11.	Employee State Insurance Scheme (ESIC) Registration No.	

B. BANK DETAILS OF VENDORS.

1.	Bank Name	
2.	Bank Branch Address (in detail)	
3.	Bank Branch Code	
4.	Bank Account No.	
5.	Bank Account Type	
6.	Magnetic Ink Character Recognizer (MICR)	
7.	IFSC Code.	

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ENGINEERING (MECHANICAL) DEPARTMENT

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

Sub:- Electronic Payment System Mandate Form.

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

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

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa - 403 804

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MPT GST Details & Party's GST Details Form

Sr No	Particular	Mormugao Port Trust	Data Required from the Party
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	GST No.	30AAALM0293P1ZY	
10	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
11	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
12	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor / Principal / Consumer)	Service Provider	
13	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
14	Whether B2B or B2c (B= Business & C= Customer)	B2B	
15	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
16	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
17	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act, 2017 ? (Yes or No)	No.	
18	Central Excise Registration No.	--	
19	Service Tax Registration No.	AAALM0293PST001	
20	VAT - TIN	30181201096	
21	CST - TIN	V/CST/1683	
22	IEC	1706000073	
23	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	FA&CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.gov.in anant.chodnekar@mptgoa.gov.in	

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

Place: _____

Date: _____

Signature

(Name: _____)

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

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