

MORMUGAO PORT TRUST

ISO IMPLEMENTATION CELL

Tender no. MPT/ISO/2019



AN ISO 9001-2015 PORT
ISPS CODE Compliant

TENDER

FOR “ INTEGRATION OF QMS ISO 9001: 2015 WITH EMS (ISO) 14001:2015 AT
MPT” – STAGE - A.

www.mptgoa.gov.in

Due at **15.00 Hrs** on **15.10.2019**

MORMUGAO PORT TRUST
ISO IMPLEMENTATION CELL

Tenders are invited in single cover system from firms duly super-scribed as

TENDER FOR “INTEGRATION OF QMS ISO 9001: 2015 WITH EMS (ISO) 14001:2015 AT MPT – STAGE - A”

Details about Tender:

Tender invited by	MANAGEMENT REPRESENTATIVE / MORMUGAO PORT TRUST
Tender No.	MPT/ISO/2019
Name of Work	“INTEGRATION OF QMS ISO 9001: 2015 WITH EMS (ISO) 14001:2015 AT MPT”. STAGE - A
Tender Cost	Rs. 500/- in the form of DD only from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa to be submitted along with the tender in a separate envelope, otherwise the offer shall not be considered.
Earnest Money Deposit	Rs. 9,300/- in the form of DD only from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa to be submitted along with the tender in a separate envelope, otherwise the offer shall not be considered.
Security Deposit	10% of the contract value to be furnished in the form of DD only within 10 days upon placement of order/LOA whichever is earlier.
Completion Period	The entire work shall be completed i.e. 2 nd audit+ EMS baseline / gap analysis, 2 nd MRT facilitation, QMS surveillance facilitation by 31 st Dec 2019 and EMS training by 31 st March 2020 from the day of receipt of LOA/Purchase order.
Liquidated Damages	The contractor shall pay the Board as Liquidated Damages for delay to complete the work, a sum of 0.5% per week or part thereof of the total contract price subject to a maximum of 5% of the total contract price and the Board shall have the power to deduct this amount from the payment of the amounts due to the contractor or from his deposit.
Payment terms	100% payment shall be made within 15 days after satisfactory completion and commissioning of work and on furnishing undisputed invoice complete in all respects. The contractor shall furnish their GST code, EPF, ESI, Wage register, Attendance register, PAN card, bank account number, MICR number Name of the Branch along with Bill for arranging payment made through E.C.S. by the Port.
Bid Validity	30 Days from the date of opening of the tender.
Date of submission of bids	15.10.2019 till 15:00 Hrs.
Date of Opening of bids	15.10.2019 at 15:30 Hrs
Address for communication and submission of bid:	Convenor /ISO CELL, Mechanical Engineering Department, Mormugao Port Trust, 2 nd Floor, Admin. Building, Headland sada, Vasco-da-Gama, Goa - 403804
Contact Details	Phone :0832- 2594603/4277 Email : xenpw.mgpt@gmail.com
Website	www.mptgoa.gov.in

MANAGEMENT REPRESENTATIVE

TECHNICAL SPECIFICATION

1.0 GENERAL

Mormugao Port Trust invites tender in Single cover system for the work of “Integration of QMS ISO 9001: 2015 with EMS (ISO) 14001:2015 at MPT STAGE - A”.

2.0 SCOPE OF WORK:

The work includes to provide consultancy service for Integration of QMS ISO 9001: 2015 with EMS (ISO) 14001:2015 at MPT.

2.0.1 Review and updating of Apex manual.

2.0.2 Department manuals.

2.0.3 Conduct of second IQA for QMS (along with trained QMS auditors) and Gap analysis for ISO 14001-2015 and report.

2.0.4 Review, closure of second IQA, Facilitation of second MRT

2.0.5 Facilitation of Surveillance audit, Post QMS Surveillance audit services, if needed.

2.0.6 a. EMS Management Briefing programme for Top Management-1 batch (HODs)

b. EMS Awareness programme (covering all staff, desired level to be established by MPT) 20 – 25 participants/Batch, planned 3 Batch

Further, Consultant shall submit schedule of work with the timeline as per the scope of work within 10 days for date of issue of work order.

3.0 GENERAL TERMS AND CONDITIONS

The Contractor shall commence and complete the work as per the BOQ.

3.1. Eligibility of the Tenderer

The following should accompany the bid document in sealed cover, viz.

- i) Tender document issued by the Port shall be duly initialled on each page with rubber stamp of the Bidder and submitted along with the bid.
- ii) Certificate of Registration with PF Commissioner/ESI authorities and GST.
- iii) Price Bid should be duly filled in. Bidders are advised to quote strictly as per the price bid.

3.2 Validity:

The validity period of the offer shall be 30 days from the date of opening of the bid document.

3.3 Price:

- i) The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods/services in the price bid.
- ii) Evaluation will be done considering only the basic price.

3.4 Earnest Money Deposit:

- i) The Bidder shall furnish as part of its bid document, Tender Cost Rs. 500/- and an EMD of Rs.9300/- in the form of DD only in a separate envelope. Bid without Tender Cost & EMD shall be treated invalid and such bid will not be opened.
- ii) To claim EMD exemption, the tenderers are required to produce an attested copy of the NSIC registration Certificate issued in the name of the firm who will submit the tender document. The exemption from the payment of EMD will be allowed only if similar work of the tender match with the enlistment statement shown in the Certificate issued by SSI/MSME registered with NSIC. No claims for exemption without the details stipulated above will be considered.

Similar Work shall be "Consultancy / Facilitation service for Implementation of ISO 9001: 2015 and ISO 14001: 2015"

- iii) In the event of Bidder withdrawing his tender before the expiry of **tender validity period of 30 days** from the date of opening of bid document, the bid document submitted by the Bidder shall be cancelled and EMD shall be forfeited by the Port.
- iv) The Earnest Money Deposit of unsuccessful Bidders shall be returned/refunded on award of Contract to the successful Bidder. No interest shall be payable on the amount of EMD in any case and under any circumstances. The Earnest Money Deposit of the successful Bidders shall be refunded only on receipt of 5% of security deposit as stated in the NIT of the tender document.
- v) MPT reserves right to forfeit Earnest Money Deposit in respect of successful Bidder, if bidder fails to furnish the necessary Security Deposit towards performance within 10 days of issue of LOA/P.O whichever is earlier.

3.5 Security Deposit:

- i) Security deposit shall be 10% of contract value in the form of Demand Draft rounded off to nearest 100 rupees shall be submitted within 10 days of issue of Letter of Acceptance / Purchase Order whichever is earlier. the total of 10% shall be returned after successful completion of work.
- ii) The contractor shall furnish the Security Deposit in the form of DD only from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa within 10 days from the date of issue of Letter of Acceptance (LOA) / Purchase Order (P.O) whichever is earlier. The Security Deposit shall be converted to Performance Guarantee during the guarantee period of 12 months.

3.6 Completion Period:

The entire work shall be completed i.e. 2nd audit+ EMS baseline / gap analysis, 2nd MRT facilitation, QMS surveillance facilitation by 31st Dec 2019 and EMS training by 31st March 2020 from the day of receipt of LOA/Purchase order.

3.7 Payment Terms:

- i) 100% payment shall be made within **15 days** after satisfactory completion and upon successful commissioning of the work on furnishing undisputed invoice complete in all respects.

- ii) The contractor shall furnish their bank account details for the payment through ECS by the Trust. A copy of the PAN card, GST code, wage register, attendance register, EPF& ESI, Bank account number, MICR number, Name of the Branch along with Bills shall be furnished for arranging payment made through E.C.S. by the Trust.
- iii) The bidder shall quote GST No. of MPT (30AAALM0293P1ZY) on all invoices raised on Port. If bidder is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the bidder.

3.8 Liquidated Damages:

In the event of failure by the contractor to complete the execution of the work within the time stipulated in the contract or by the expiry of any period of extension granted by the Board's terms thereof, the contractor shall pay the Board as Liquidated Damages for delay to complete the work, a sum of 0.5% per week or part thereof of the total contract price subject to a maximum of 5% of the total contract price. The Board shall have the power to deduct this amount from the payment of the amounts due to the contractor or from his deposit. The GST @18% on LD will be deducted at the time of making payment to Vendors/Contractors.

3.9 Other terms and conditions

- i) All tools and tackles and logistics involved in the work shall be arranged by the Contractor at their own cost. The transportation cost, if any, shall be borne by the contractor.
- ii) The Bidders are advised to visit the site and get acquainted with the quantum of the work involved and site conditions before quoting for the works.
- iii) The scope of work and bill of quantities at "**ANNEXURE-1**" to be read in conjunction to ensure the actual supply of services and works involved.
- iv) The Trust will not be responsible for any loss or damage to the materials/ tools/plants engaged by the contractor/bidder during the work at site or transportation.
- v) The Contractor shall take utmost care during the execution of the work, if any damage caused to the Port property, the cost of the damage shall be recovered from the Contractor's running A/c bill or may be recovered by the Board in any other mode as deemed fit.
- vi) Any work not mentioned herein above but necessary for overall completion of the work shall be deemed to be included in the scope of work without any additional financial implications to the Port, whatsoever.
- vii) Under any circumstances, if the work is abandoned by the contractor for whatever reasons, the same shall be executed for successful commissioning 'thro' the external agency to be engaged by the Port at the risk and cost of the contractor. The expenditure incurred by the Port in this regard shall be recovered from the monies due to the contractor / security deposit or as deemed fit by the Board.
- viii) All the workmen shall be covered under a suitable insurance policy. Accidents, if any, fatal or otherwise at site shall be the sole responsibility of the contractor. The Port should not be held liable for compensation in whatsoever manner under any circumstances.

MANAGEMENT REPRESENTATIVE

ANNEXURE-I

PRICE SCHEDULE (BILL OF QUANTITIES)

**NAME OF WORK: "INTEGRATION OF QMS ISO 9001: 2015 WITH EMS (ISO)
14001:2015 AT MPT – STAGE - A"**

Sr. No.	Description of work	HSN/ SAC Code	Unit	Qty	Rate/Unit		Amount	GST %
					In figure	In words		
1	Review and updating of Apex manual		No.	1				
2	Department manuals, COTO, SIPOC review and updation.		No.	1				
3	Conduct of second IQA for QMS (along with trained QMS auditors) and Gap analysis for ISO 14001-2015 and report		No.	1				
4	Review, closure of second IQA, Facilitation of second MRT		No.	1				
5	Facilitation of Surveillance audit, Post QMS Surv.audit services, if needed (estimated max 1 day)		No.	1				
6.	a.EMS Management Briefing programme for Top Management-1 batch (HODs)		No.	1				
	b. EMS Aware programme (covering all staff, desired level to be established by MPT) 20-25 participants/Batch, planned 3 Batch		No.	3				
Total								

(In Words Rupees _____ only).

Date:

Signature:

Place:

Name:

Address:

Office seal of firm:

Note:

- 1. The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price.**
- 2. Evaluation will be done only on the basic price.**

BANK DETAILS FOR ECS PAYMENT

1. Name of the Bank and Branch :
2. Account Number :
3. MICR Number :
4. Type of Account :
5. IFSC Number :
6. Copy of PAN Card :
7. G.S.T Regn. No.:
8. EPF No. :
9. ESI Regn. No.

Firm's Sign and Seal

Place:

Date:

MORMUGAO PORT TRUST, GOA		
1	Income Tax PAN No.	AAALM0293P
2	GST TIN (Provisional ID Number)	30AAALM0293P1ZY
Vendor GST Details		
1	Business Name	
2	Constitution of Business	
3	Name of Proprietor/Partners/Directors	
4	Principal Place of Business	
5	Name of Responsible Person	
6	Email	
7	Telephone Number	
8	Mobile	
9	Additional Place of Business	
(i)	Email	
(ii)	Telephone Number	
(iii)	Mobile	
10	Income Tax PAN No.(Attached Certified Copy)	
11	GST ID No./Provisional ID No.(Attached Certified Copy)	

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

Signature:

Name:

Place:

Date: