



An ISO 9001:2015 PORT

**MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT**

e- TENDER No. CE/38 /2019

FOR

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs. and
other buildings at Headland for the year 2019-20".**

FIRST COVER(TECHNICAL BID)

TENDER DOCUMENT

CIVIL Engineering Department
Second floor , ,Mormugao Port Trust Administrative Bldg.,
Headland Sada, Goa 403 804.

Telephone No.08322521160

Fax No.2521165

Website:<https://www.mptgoa.gov.in>

Due at 15.30 hrs on 01.10 . 2019

Any amendments to this tender including the dates, corrigendum, clarifications, if any etc.
shall be posted on the e-portal of Govt. of India.

(www.eprocure.gov.in). The tenderers are required to keep
themselves informed of the developments by visiting websites regularly.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
E-TENDER NO.CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

COVER NO. 1 (TECHNICAL BID)

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| <u>COVER NO. 2 (PRICE BID)</u> | |
| 1. Schedule of Quantities & Rates/BOQ | |

MORMUGAO PORT TRUST,
ENGINEERING CIVIL DEPARTMENT,
MAIN ADMINISTRATIVE OFFICE BLDG,
HEADLAND, SADA ,GOA



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No. CE/38 /2019
NOTICE INVITING ONLINE TENDERS (NIOT)

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

1. Invitation :

a. Electronic tenders (e-tenders) in two cover system on Percentage Rate Basis are invited by Chief Engineer on behalf of Trustee of Mormugao Port Trust from the experienced, resourceful contractors Unregistered as well as from Registered with MPT/ PWD / CPWD/ Railways/ central/ State Govt,GSIDC, etc. with proven technical and financial capabilities as per the Minimum eligibility criteria stipulated in the tender to execute the work of “**Annual Maintenance Contract (AMC) For Various Joinery works of Staff quarters and other buildings at Headland for the year 2019–20”**. Bidder is required to submit their tender offer in the form of two cover system, the first cover containing technical information's and second cover containing the price bid.

a. Brief details of the work :-

| Tender No. | Name of work | Cost of tender document (non refundable) | Estimated cost of work put to tender | Sale of tender documents From/To |
|--------------------|--|---|---|---|
| | Class of contractor eligible to tender | Earnest money deposit | Period of contract | Date of opening of Technical bid |
| CE/ 38/2019 | Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs. and other buildings at Headland for the year 2019-20”. | Rs.2000/- | Rs.18,59,643/- | 13/ 09 /2019 to 30 /09 / 2019 up to 15.00hrs |
| | As per MEC stipulated in the tender | Rs.28,000/- | Twelve (12) Months | 1 / 10 /2019 at 15.30 hrs. |

b. Interested eligible tenderers may obtain further information and inspect the tender documents at the e-procurement website <http://eprocure.gov.in/eprocure/app>. This website can also be accessed by clicking the link at MPT's website www.mptgoa.gov.in

c. For further details and general enquiries, prospective bidders may contact the Executive Engineer (HL), telephonenumber.08322594609, during working hours before the last date and time of sale of tender document.

d. Unregistered contractors participating shall have to submit the required documents viz; solvency certificate, ESI, EPF and register your details with Chief Engineer, MPT. After scrutiny of documents if firm fulfills the requirements for registration under the desired class then their offer shall be considered for opening and evaluation.

.CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT
e-TENDER NO.CE/ 38 /2019
NOTICE INVITING ONLINE TENDERS (NIOT)

E-TENDE SHEDULE

| Sr.No | Descriptions | Details |
|-------|---|--|
| 1 | Organization | Mormugao Port Trust (MPT) |
| 2 | Department & Section | Engineering Civil Department Maintenance Section ,Headland |
| 3 | Tender Inviting Authority | CHIEF ENGINEER, Second Floor, Mormugao Port Trust Administrative Bldg., Headland Sada, Goa 403 804. |
| 4 | E-Tender Reference NO. | CE/38 /2019 |
| 5 | Name Of The Work | Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs. and other buildings at Headland for the year 2019-20 |
| 6 | Scope of work | The contractor will have to carry out following joinery /carpentry repairs /replacement works : i)Dismantling of old damaged doors ,windows, ventilators ..etc , ii)Repairs /replacement of doors ,windows and ventilators wooden frames, shutters ..etc. iii)Replacement of old unserviceable doors ,window and other joinery fittings and fixtures ..etc. iv) providing and fixing of FRP doors ..etc. v) providing and fixing in position anodized aluminum sliding windows..etc vi)Providing ornamental grills and other minor structural repair works vii)Replacing broken glasses of doors windows ..etc viii)Repairs to roof &replacement of broken tiles ,sheets ,eves gutter ..etc. |
| 7 | Estimated Cost of work put to tender | Rs. 18,59,643/- |
| 8 | Security deposit(SD) | EMD will be converted as SD to be deposited in the form of Demand draft, Banker's cheque and to be release on completion of work/defect liability period as applicable . |
| 9 | Retention Money (RM) | 10% on R.A. bill amount subjected to maximum 10% of contract award price to be retained from the running bills and to be released on completion of work/defect liability period as applicable. |
| 10 | Bid call (Nos) | One |
| 11 | Bid Validity | 120 DAYS |
| 12 | Tender Currency Type | Indian Rupees(INR) |
| 13 | Contract Duration | 12(twelve) months. |
| 14 | Tender Fee | Rs.2000/- |
| 15 | EMD Cost | Rs.28,000/- |

Mode of payement :Online, through
payement /Demand Draft as below

| | | |
|----|-----------------------------|--|
| 16 | Payment of Tender Fee & EMD | <p>The Tender fee and EMD shall be paid in e-payment mode or by Demand draft drawn in favour of FA& CAO, MPT payable at Mormugao Goa, to be submitted in original in sealed envelope, two hours before the due date and time of opening of the tender.</p> <p>Mode of Payment towards Tender Cost & Earnest Money Deposit (EMD) to be paid online through e-Payment mode as under :</p> <p>a) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires download pre-printed Challan towards credit of MPT and make its payment through any of their Bank. UTR no. to be made available along with the tender documents for the proof of submission of tender cost and EMD failing which their tender will not considered for evaluation.</p> <p>b) Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.</p> <p>c) Net Banking: Payment can be made through the Internet Banking of Any Bank.</p> <p>d) Bank details are given in the next page and NEFT/RTGS to be used for that account only.</p> <p>e) Proof of payment made has to be enclosed with the tender such as UTR details</p> <p>Note:</p> <p>i) Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment</p> <p>ii) D.D. if any should be submitted in original to the office of Chief Engineer's Account section in sealed envelope with tender number and name of work latest by two hours before opening of the technical bid .</p> <p>iii) Exemption towards EMD to Units which are registered with (NSIC) under "Single Point Registration Scheme" of MSME shall be applicable as per the Govt. Guidelines</p> <p>iv) No exemption allowed for tender fee.</p> <p>v) Tender received without Tender fee and E.M.D. will be out rightly rejected.</p> |
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| 17 | Minimum Eligibility Criteria (MEC) (For tender value Rs.18,59,643/-) | <p>1.0 FINANCIAL ELIGIBILITY: Bidder's average Audited Annual Financial Turnover during the last 3 years ending 31st March 2018 should be at least Rs.5.58 Lakhs.</p> <p>2.0 TECHNICAL ELIGIBILITY:</p> <p>2.1 The Bidder's should have experience of having successfully completed Similar works" during last seven years ending last day of the month previous to the one in which the tenders are invited either of the following:-</p> <p>One similar work costing not less than Rs.14.88 Lakhs OR Two similar works each costing not less than Rs.11.16 Lakhs OR Three similar works each costing not less than Rs 7.44 Lakhs.</p> <p>Note:</p> <p>i) "Similar work means joinery/carpentry maintenance or construction of residential /commercial building."</p> <p>ii) Attested Copies of the Audited Profit & Loss Account & Balance Sheets and Turnover certificate duly signed by Chartered accountant for the last 3 years ending 31st March 2018 should be provided as supporting documents for financial eligibility as '1' above.</p> <p>iii) Attested Copies of the Purchase/Work Orders along with corresponding Completion/performance Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last on the day of the month previous to the one in which the tenders are invited should be provided as supporting documents for technical eligibility as '2' above .</p> |
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| 18 | Online Documents Required to be Submitted online : | <p>Scanned Copies of the Following Documents :</p> <ol style="list-style-type: none"> 1. Attested copy of the submitted Banker's Pay Order or Demand Draft for tender fees and Earnest Money Deposit OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME towards the exemption of cost of EMD 2. Attested Copies acknowledgement of income tax return filed, Audited Profit & Loss Account & Balance Sheets & annual financial turnover certificate of the tenderer duly signed by Chartered accountant for last three years ending 31st March of the previous financial year should be provided as supporting documents. 3. Copies of the Purchase/Work Orders along with corresponding Completion/performance Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which the tenders are invited. 4. Complete Set of the Tender Document along with all requested Annexures, proformas duly filled in, complete in all respects, all pages signed by Authorized Signatory of the Firm and scanned. 5..Attested copy of PAN Card. 6. Attested copy of ESI , EPF& GST Registration Certificate. 7. Attested copy of registration /empanelment certificate with Government/semi government/PSU..etc. if any. |
| 19 | Bid Opening Authority | Chief Engineer / Civil Engineering Department |
| 20 | Date and place of pre-bid meeting | There is no pre-bid meeting however for any query may please contact Office of the Chief Engineer, Mormugao Port Trust, A.O. Bldg., Headland Sada, Goa - 403 804. |
| 21 | Last date and time for receipt of bid | 30 /09/2019 up to 15 Hrs. |
| 22 | Bid opening date | Techno-commercial Bid (Cover-I) will be opened on 01 /10 /2019 @ 15.30 Hrs. Date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid. |
| 23 | Contact Details for Clarifications | <ol style="list-style-type: none"> 1.Executive Engineer /HL Phone : (0832) 2594609 2.Asst. Engineer /HL Phone : (0832) 2594625 |

| | | |
|----|----------------------------------|---|
| 24 | e-Tendering help contact details | <p>For Tender related queries --- Phone :0832 – 2594609 / 2594625;</p> <p>For e-Tendering help contact: The Help Desk will be your first point of contact at NIC. Telephone: For any queries, please call 24 x 7 Helpdesk No.:0120-4200462,0120-4001002,0120-4001005, 0120-6277787</p> <p>Email: Kindly send your Technical queries to cppp-nic@nic.in</p> <p>Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue with the Contact details. For any issues/ clarifications relating to the tender</p> |
| 25 | Website | <p>http://eprocure.gov.in/eprocure/app & https://www.mptgoa.gov.in</p> |
| 26 | Format and Signing of Bid | <p>The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders. The Bid shall contain no alterations, additions, except those to comply with instructions issued by the Port.</p> |

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



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ENGINEERING (CIVIL) DEPARTMENT
TENDER No. CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

11.ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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2. The Tenderer shall furnish following specific document for fulfilling the eligibility criteria a documentary proof for:
- a) **Financial Criteria-** Attested Copies of the Audited Profit & Loss Account & Balance Sheets and Turnover certificate duly signed by Chartered accountant for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents for financial eligibility as '1(f)' above .
- b) **Technical criteria:-** Work Orders /P.O'S along with corresponding Completion/performance Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which the tenders are invited..
3. The tenderers will be scrutinized based on the Eligibility Criteria detailed in Clause No.1(f)above and on submission of proof of fulfilling financial and technical criteria as per 2(a) &(b) respectively . The Second Cover of the short-listed tenderers will be opened on the date and time, which will be intimated subsequently.

4. Procedure for obtaining Tender Documents:

Interested tenderers will have to download the tender document from MPT website www.mptgoa.gov.in and/or <https://eprocure.gov.in/eprocure/app>. The bidder has to submit the tender fee with their offer as specified in NIOT above or in the form of Demand Draft or Pay Order towards non-refundable tender fee of Rs.2000/- (Rupees two thousand only). The Demand Draft or Pay Order will be drawn in the favour of “ FA &CAO ,Mormugao Port Trust . The downloading of the tender documents shall be carried out strictly as provided on the web site. No editing, addition / deletion of matter shall be permitted, if such action is observed at any stage, such offer is liable for outright rejection.

5. Bid Submission

The detailed procedure for online bid submission has been provided in “Instructions for Online bid Submission” of this tender. Complete bid submission is online on the website www.eprocure.gov.in. Bidders shall have to submit sealed cover containing Banker's Pay Order or Demand Draft if any towards Tender Fees and EMD only in the box provided in the AEN/ Accts.office of the Chief Engineer,'s Account section, Civil Engineering Department, Mormugao Port Trust, , 2nd Floor, Headland , Sada - 403801 on or before the Due Date and Time as pacified in NIOT.

a. The following documents are to be submitted ONLINE :

| Sr. No. | Documents to be submitted online | Documents to be submitted in physical mode (Hard Copy) |
|---------|---|--|
| 1. | Scanned copy of Banker's Pay Order/ challans in the e-Tender website as a token of payment. or Demand Draft towards Tender cost . | Banker's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft towards Tender cost |
| 2 | Scanned copy of Banker 's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft for EMD OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under “Single Point Registration Scheme” of Ministry of MSME towards the exemption of EMD , if applicable. | Banker's Pay Order/ challans in the e-Tender website as a token of payment or Demand Draft for EMD OR the copy of certificate of National Small Industries Corporation (NSIC), Govt. of India enterprises under “Single Point Registration Scheme” of Ministry of MSME towards the exemption of EMD, if applicable . |
| 3 | Scanned copy of Exemption granted for MPT registered contractors, if applicable. | Copy of Exemption granted for MPT registered contractors, if applicable |

| | | |
|---|--|---|
| 4 | Duly filled and signed scanned copies of Supporting Documents for Eligibility Criteria mentioned in Tender Notice. | ONLINE SUBMISSION ONLY. HARD COPIES NOT REQUIRED |
| 5 | Scanned copy of duly filled in and signed on relevant pages of Tender Set. (FIRST COVER) | |
| 6 | copy of duly filled in and signed Bill of Quantities (BOQ) (SECOND COVER) | |
| 7 | Scanned copy of duly signed copy of PAN Card. | |
| 8 | Scanned copy of duly signed copy of ESI ,EPF& GST Registration Certificate. | |
| 9 | Scanned copy of duly signed copy of Registration if any | |

b. The bidders will submit the offers online in the appropriate covers mentioned on the site. The bidders will have to sign the documents wherever required and upload the scanned copies of those signed documents along with their bids.

6 PRICE BID (BOQ) :Price should be quoted in a spread sheet file (.xls format) available in e-procurement Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose.. The bidder should submit the scanned price bid after filling all the figures according to the Instructions for Online Bid Submission and instructions at e-Procurement website <https://eprocure.gov.in>. Price bid should not be submitted in hard copy format in any case.

7. RATES AND PRICES TO BE INCLUSIVE.

The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment/safety equipment's, 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 works contracts, but excluding GST if any etc. for compliance with conditions of contract and specification.

8. LAST DATE FOR SUBMISSION OF TENDER

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

9. BIDDER TO INFORM HIMSELF FULLY

- a. The Bidder is expected to examine carefully the contents of the tender document like Instructions to the Bidders, General Conditions, Special Conditions, Scope of work, Technical Specification etc. Failure to comply with the requirements of the tender will be at the Bidder's own risk. It would be deemed prior to the uploading of the tender that the Bidder has made a complete and careful examination of requirements and other information set out in the tender document including inspection of site.
- b. The Bidder is advised to get acquainted himself with the job involved at the site, like availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of Goa and Govt. of India and any other Statutory bodies as well as MPT regulation for the issue of passes and collect all information that may be necessary for preparing and submitting the tender and entering into Contract with MPT.
- c. Bidder shall bear all costs associated with the preparation and uploading of his tender and MPT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

10 .The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs28,000/-** (Rupees Twenty eight thousand only) and E.M.D should be paid as specified in NIOT above or lodged in the form of Bankers Cheque or Demand Draft. or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa and shall submit the actual financial instruments i.e. Pay Order/Demand Draft towards Cost of Tender Fees/EMD in a sealed cover marked with Tender No., Name of the Firm, Due Date of the tender and submit it in the tender box kept at the AEN/ Accts Office, Civil Engineering Department on or before the Due Date and Time.

a. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be opened.

b.Tenderers who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under “Single Point Registration Scheme” of Ministry of MSME shall be eligible for exemption from payment of EMD. They are required to submit documentary proof of such registration or shall submit the same with the bid, as detailed in Instructions to Tenders, for claiming the available exemptions.

c.. E.M.D. of other tenderers, i.e. any two among the first three lowest will be refunded to them only after acceptance of Work Order by successful tenderer and only after lodgement of Security Deposit of by the successful tenderer .

d. E.M.D. of successful tenderer will be converted as Initial Security Deposit.

11.Security Deposit:EMD plus retention money of 10% of the work done or value of contract and to release on completion of work /defect liability period .

12. MPT’S RIGHT TO ANNUL THE BIDDING PROCESS

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

b. MPT reserves the right to invite revised Techno-commercial bids with or without amendment of the tender document at any stage, without liability or any obligation for such invitation and without assigning any reason.

c. MPT reserves the right to reject any Tender if at any time, a material misrepresentation is made or uncovered OR the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the tender.

13. TENDER VALIDITY

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

14. AUTHORITY IN SIGNING TENDER DOCUMENTS

- Documents required to upload shall be signed by a person or persons duly authorized to sign on behalf of the Bidders and scanned.
- At the time of uploading of the tender document, the Bidder shall give an undertaking that no changes have been made in the document as per declaration form and same to be signed, stamped, scanned and uploaded.
- The tender, if uploaded on behalf of principals or a Partnership Firm should be signed either by all the partners or some of the partners or other person/s holding a valid "Power of Attorney" from other partners or all the partners constituting the firm or the Principals as the case may be on all the uploading documents.
- In case of a Company, the tender should be signed by a person holding a valid Power of Attorney executed in his favour in accordance with the constitution of the Company.

15. AMENDMENTS

- a. At any time, prior to the last date for submission of tenders, MPT reserves the right to amend and modify the tender document. The amendments so carried out shall be uploaded on the website and also forwarded to the Bidders who had participated in the pre-bid meeting.
- b. The amendment so carried out shall form part of the tender and shall be binding upon the Bidders. MPT may at their discretion, extend the last date for submission of the tender, to enable the Bidders to have reasonable time to submit their tender after taking into consideration such amendments.

16. TEST OF RESPONSIVENESS

- i) Prior to evaluation of Applications, the Authority shall determine whether each Application is responsive to the requirements of the tender. A tender shall be considered responsive only if:
 - a. It is received by the Tender Due date including any extension thereof;
 - b. Tender cost of **Rs 2000/-** and the Earnest Money Deposit of **Rs 28,000/-** has been remitted through e-payment as indicated at the NIOT.
 - c. The Auditor's report and Financial Turnover certificate for the last three years endorsed by Chartered Accountant shall be submitted in original along with relevant profit and loss statements .
 - d. Copies of work order for similar works, successful completion certificate with performance ,period and value of work done.
 - e. The bank details like name of bank, bank branch, type of account, bank Account no., MICR code, etc.
- ii) The bidder should possess a valid GST Registration Certificate, PAN, EPF registration and ESI registration number.
- iii) The bidder should not be blacklisted by any Government or Non Government organisation.

- iv) The Tender fee and EMD shall be furnished as indicated in the NIOT. Upon confirmation of receipt of the same with the Techno-commercial bid (Cover-I) to be opened on the date indicated at the NIOT. The Price-bid of only those Bidders shall be opened whose Tender is found to be responsive. The date of opening of price bid shall be notified after scrutiny and evaluation of Techno-commercial Bid. The Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.

17. NO FURTHER INFORMATION'S/ DOCUMENTS WILL BE ASKED TO THE BIDDERS FOR QUALIFYING

Bidders are advised to submit full and complete information/documents as specified in the Tender Document with regard to tender requirement. Employers at their discretion may decide not to seek any clarification of bid document. In the event of non-availability of required information / documents essential to qualify for the bid, bidders will be solely responsible for their disqualification.”

18. OTHER EXPENSES

All costs charges and expenses including any duty in connection with the Contract as well as preparations and completions of Agreement by MPT's attorneys shall be borne and payable by the Bidder. Bidder shall ascertain the taxes and duties to be paid on his own before the submission of the bid. All taxes & duties, to be paid to Govt. of India, Govt. of Goa or any statutory bodies shall be paid by the Contractor for stamp duty.

19. CONTRACT WORKS AND CONTRACT PRICE

- a. The work to be carried out (herein after referred to as "the Contract Works") and the Price for the same (herein after called "the Contract Price") shall include the work described in the specifications, schedules, drawings, etc. annexed hereto.
- b. Except where otherwise expressly provided, the Contractor shall provide all materials, labour and Plant and things necessary in connection with the Contract work although everything may not be fully specified and although there may be errors and omissions in the specifications.
- c. **SCHEDULE OF PRICE**
 - The Schedule of price/BOQ and technical specifications shall be read in conjunction with all other sections of bidding document.
 - The total prices will be evaluated based on capital cost
 - The price offered should be firm and inclusive of all taxes & duties except GST which will be paid extra as applicable. However, any new tax will be imposed by State/Central Govt. and same will be reimbursed on producing documentary proof.
- d. Bidder shall quote for the work after careful assessment of the site & analysis of cost involved for the performance of the works as per Scope of Work, Scope of Supply, Specifications, Standards, Drawings, General Conditions of Contract and Special Condition of Contract.
- e. The Price shall include all expenditure incurred towards mobilization and demobilization.

20. LANGUAGE OF TENDER

The Tender submitted by the Bidder and all correspondence and documents relating to the Tender exchanged by the Bidder and MPT shall be written in the English language.

21. TENDER OPENING, SCRUTINY AND EVALUATION OF TECHNICAL BID

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

Since the tender involves selection based on Minimum eligibility criteria, test of responsiveness and technical specification, the Chief Engineer will examine and seek clarification if any and list out the firms, which are found responsive and BOQ of such tenders only will be opened and EMD will be returned to the unresponsive Bidders..

The date and time will be intimated to Bidders whose offers are found suitable and BOQ of such Bidders will be opened. After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any Bidder to influence the Port Trust in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Bidders bid. To assess the scrutiny, evaluation and comparison of tenders, the Port Trust may ask Bidder individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the Bidder permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

22 OPENING OF PRICE BID (BOQ)

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

23. EVALUATION OF PRICE BID

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

24. MPT'S RIGHT TO ACCEPT OR REJECT A BID

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

25. AWARD OF CONTRACT

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

26. The e-tender set consisting of the Tender Notice, Additional Instructions to Tenderers, Special Conditions of Contract, Schedule of Quantities and Rates and Form of Tender may be obtained from the Office of Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust at Headland, Sada, Goa on payment of Rs2000/- which sum will not be refunded.

27. A printed set (Vol-I) issued to the contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications forms an integral part of the tender documents.

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

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

Name of Bank.

Place.

Account No.

Type of Account

PAN.

EPF No.

ESIC No

GST. Registration

30) **Retention Money** : 10% of the completed work value to be retained by way of deductions from the 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 and to be released after satisfactory completion Defect Liability Period. The tenderer if desired can pay the entire amount of 10% of the value of the contract in Demand Draft / Bankers cheque / Pay Order at the time of acceptance of tender.

31. Tenderer desire to quote premium of cost of work put to tender more than 15%, the Tenderer will have to give the rate analysis for any or all the item of work on demand.

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

33. Commencement of work :

The contractor shall commence the work on site as per the date mentioned in the specific work order .Thereafter the contractor shall proceed with the work with due expedition to complete the work within the stipulated time period.

34. Duration of contract:

The contract shall initially be valid for one year and may be extended further period of up to one year based on satisfactory performance on the same terms and conditions and at the discretion of the Chief Engineer. The rates quoted shall remain unchanged during the period of contract

35. Counter conditions stipulated in completion period by Contractor will not be considered. Tenders with counter condition are likely to be rejected summarily without assigning any reason thereof.
36. There is no Escalation in price /rate will be allowed on any ground even if there is delay due to Department . However extension in time limit may be granted at the same terms and conditions.
37. The Chief Engineer and Board of Trustees reserve the right to reject any or all the tenders received without assigning any reasons thereof.
38. The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.and EPF & ESI relevant Act.
39. .GST registration is mandatory service tax applicable shall be paid extra with running bills against the submission of Tax Invoice.
40. The maintenance/defect liability period to this contract is twelve months . .
41. Income tax ,..etc if applicable from shall be deducted from the amount payable to the contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the Contractor.
42. GST registration for the bidder is mandatory. Bidder has to enclose attested copy of GST Registration no along with the Tender. GST has to be claimed extra as applicable while Submitting the Bill/bills.
43. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
- 44..The Vendor shall quote GST No. of MPT (30AAALM0293P1ZY)on all invoiced raised on Port. If vendor is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the Vendor.
45. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

.CHIEF ENGINEER



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER No. CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

ADDITIONAL INSTRUCTIONS TO TENDERERS

The instructions to be the tenders shall be instructions to “Tenderers” as modified or added to by the following Additional Instructions to Tenderers which shall be read and construed with the instructions to Tenderers as if they were in corporate therewith.

In so far as any of the provisions in Additional Instructions to Tenderers may conflict with or be inconsistent with the instructions to Tenderers the Additional Instructions to Tenderers shall prevail.

Online E-tenders are invited on Percentage rate basis for work of “**Annual Maintenance Contract (AMC) For Various Joinery Works of Staff quarters and other buildings at Headland for the year 2019–20”.** As per the tender schedule .. In the percentage rate quoted by the Tenderers shall be inclusive of workers safety devices etc. and all other incidental charges that the tenderer may have to bear for the execution on the works but excluding GST.GST shall be paid as per applicable rates along with the all bills for payment. The Employer may at their discretion extend the date for receiving tender.

1. EARNEST MONEY: No tender will be considered which is not accompanied by the Earnest Money Deposit (E.M.D.) for the sum stipulated in the tender notice which is lodged on the understanding that in the event of the tenderer withdrawing his tender before the expiry of 120 days from the last date of submission of the tender document. (Whether or not the submitted tender(s) are opened or otherwise at the time of tenderer withdrawing his tender), the tender shall be cancelled and the Earnest Money (E.M.D) deposited by the tenderer forfeited to the trustees and if the tender is accepted the security Deposit (SD) mentioned in Para 3 hereinafter will have to be furnished.

2. SECURITY DEPOSIT

- a) Comprises of EMD+Retention money **equivalent to 10% of the contract value** and will be retained towards security deposit and will be released after successful completion of Defect Liability Period.
- b) **Retention Money (R.M)** equivalent to 10% of the Contract Price and the sum shall be recovered at the rate of 10% of the gross value of work certified under each bill until an amount of 10% of Contract Price is accumulated. The contractor will have the option to convert the Retention Money so deducted from the bills into acceptable Demand draft /Bankers Cheque for the like sum(s) at any stage (s) of the work.
- c) The entire amount of 10% of contract value of security deposit (SD) i.e. EMD + Retention money(RM) of 10% of the Contract value may be paid in Demand Draft/Pay Order as applicable .
- d)The Bank Guarantee if applicable to be furnished against above should be from any of the Nationalized/Scheduled Bank having a branch in Vasco – Da- Gama and the Guarantee shall be executed by the said Branch.
- e)If the work not commenced as instructed then the Earnest Money (E.M.D.) will be liable to forfeiture and ‘contract liable to be terminated and the Tenderer will be responsible to the Trustees for the damages thereby incurred by them.

f) Upon successful completion /completion of Defect liability period and after issue of Completion/maintenance Certificate by the Chief Engineer and or Board of Trustees shall upon receipt of a written application, refund to the contractor, the said security deposit referred to in sub-clause 3(a)&(b) above after deducting there from the amount of Liquidated damages incurred if any and other claims outstanding against the contractor or for breach of contract. The Security Deposit referred to in sub-clause 3(a) above will be refunded as soon as the conditions of contract have been fulfilled and upon contractor making an application therefore, after adjusting estimated/ actual expenditure by Mormugao Port Trust for rectification of defects and adjusting other amounts due if any for breach of the Conditions of Contract.

Note: i).The amount of liquidated damage 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).

- 3..Tenderers must upload the complete tender set duly signed in all the pages along with company seal. Any tender not so signed will not be considered. Alterations to the conditions of contract and specifications will not be entertained.
- 4.The Chief Engineer and/ or the Trustees reserve the right to reject any tender without assigning any reasons or to accept any tender as a whole or in part and does not bind himself/themselves to accept the lowest or any tender, No reasons will be assigned for the rejection of any tender.
- 5 .Premium of various insurance policies required to be taken out by the contractor as per the provisions of the contract will not be reimbursed to the contractor.
6. Tenderers should note the arrangements described in the tender document for Prompt payments of bills.
- 7 .The Chief Engineer and/ or the Trustees reserve the right to reject any tender without assigning any reasons or to accept any tender as a whole or in part and does not bind himself/themselves to accept the lowest or any tender, No reasons will be assigned for the rejection of any tender.
8. The successful Contractor shall comply fully with all Central and State laws dealing with the employment of persons, apprentices etc. including the Employment of Children Act, 1938, Payment of Wages Act, 1936, the Workmen's Compensation Act, 1923, the Factories Act, 1948, the Minimum Wages Act, 1948, Dock Labour Regulations, Contract Labour (Regulation and Abolition) Act 1970. Employees Provident Fund Act (EPF), ESIC regulations and any statutory amendment or re-enactment thereof for the time being in force.
- 9..The contractor shall at all the time should indemnify to the Chief Engineer against all the claims ,damages or compensation under the provision of payment of wages Act 1963,Minimumwages Act 1948,EPF&ESI Act ,Employers liability Act 1938,The workman compensation Act 1923,Industrial dispute Act 1947,Maternity benefit Act,1961,Payment of bonus Act 1965or any modifications thereof or any other law relating thereof and rules made hereunder from time to time .Minimum wages has to be paid as per Central Govt. Act.

**Chief Engineer
Mormugao Port Trust**



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e- TENDER NO.CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

ADDITIONAL GENERAL CONDITIONS OF CONTRACT

1. The E-tender is on percentage rate basis. The quantities mentioned in the Scheduled of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed.
2. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary policies to the Department.
- 3.(a) With out limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) The contractor shall insure at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the /Excepted Risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of operation of the works for any loss or damage occasioned by the contractor in the course of any operation carried out by him for the purpose of complying with his obligations under clause 45 of G. C. C. (Vol. I)
 - (i)The works and the temporary works to the full value of such works executed from time to time.
 - (ii).The materials, machinery / plants and equipment and other things brought on to the site by the contractor to the full value of such materials, machinery plant and other things.
- 4 Such insurance shall be effected with an insurer and if terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or construction of any work constructed with material or workmanship not in accordance with the requirement of the contract.
- 5 (a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (including any employee of the Board) by or arising of execution of the works or Temporary Works or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C. (Vol. I).
- 5 (b) Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium.

6 The contractor shall insure against accident, injury etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representatives such policy of insurance and the receipt for payment of the current premium. Provided always that in respect of any persons employed by any sub-contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or the Chief Engineer's representatives when required such policy of insurance and the receipt for payment of the current premium.

7. If the Contractor shall fail to effect and keep in force the insurance referred to in the above mentioned clauses hereof or any other insurance which he may be required to effect under the terms of the contract then and in any such case the Board may effect and keep in force any such insurance and pay such premium or premium as may be necessary for that purpose and from time to time deduct the amount so paid by the Board with interest as stated in Vol . I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

8.SUPPLY OF WATER:

The contractor shall as far as practice having regard to the conditions, provide on the site to the satisfaction of the Chief Engineer's Representatives, adequate supply of drinking water and other water for the use of Contractor's Staff and Workmen etc.

9.EPIDEMICS

In the event of any outbreak illness of an epidemic nature, then contractor shall comply with and carry out such regulations, orders and requirements as may be made by the Government or the Local Medical or Sanitary Authorities for the purpose of dealing and overcoming the same.

10.DISORDERLY CONDUCT ETC:

The Contractor shall, at all times, take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons and property on the neighbourhood of the works against the same.

11.SAFETY DEVICES ETC:

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

12.ACCIDENTS:

The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities.

13.The tender is on Percentage Rate Basis and the Tenderers are required to fill the Schedule of Quantities and Rates as stated in Directions to Tenderers for filling in the Schedule of Quantities and Rates.

14.The contractor and his workers/agents shall be required to obtain from MPT and display a Photo Identity Card during entry, stay and exit from the Port Security Areas guarded by CISF personnel.

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

16. Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas on the lease basis.. The contractor shall clear away all the temporary structures built within a period of fourteen days after completion of the work and leave the whole of the site clean to the satisfaction of the Chief Engineer.
17. No temporary structures / sheds, which are constructed to house the contractor's office/store/labour hutment's, shall be permitted to be retained after the Contract period.
18. The portion of Security Deposit due for refund in accordance with the conditions of contract, after successful completion/ defect liability period.
19. In case of excess under any item, the contractor should bring it to the notice of the concerned Chief Engineer well in time to enable him obtain necessary sanction.
20. Further to the provisions in the General Conditions of Contract, upon the Chief Engineer certifying that in this opinion, the contractor, after receiving from the Chief Engineer, a written notice,
- (i) Has suspended progress on any portion or items of the works for seven days,
 - or
 - (ii) Has failed to make proper progress on any portion or items of the works for seven days,
 - or
 - (iii) Has failed to complete any portion or items of the works by the time specified by the Chief Engineer
 - or
 - (iv) Has failed to remove from the site for seven days, material which have been condemned and rejected,
 - or
 - (v) Has failed to pull down within seven days and rebuild within the time stipulated by the Chief Engineer works which have been condemned and rejected,
 - or
 - (vi) Has failed to give to the Chief Engineer or his representatives proper facilities for inspecting the works or any part thereof for three days,
 - or
 - (vii) Has failed to carry out proper tests for three days on any work or materials, then the Trustees, without restricting, prejudice to their rights under Clause Nos. 57.1 of the General Conditions of Contract and expelling the contractors from the site of works, without determining the contract and while permitting the contractor to carry out or employ another agency to carry out at the risk and cost of the contractor.
- (a) The execution of such portions or items of the works which the contractor has suspended or failed to make proper progress or failed to complete within the specified time, and / or
 - (b) Removal of condemned and rejected material from the site, and / or
 - (c) pulling down and rebuilding of condemned and rejected works, and /or
 - (d) the provision of proper facilities to the Chief Engineer or his representative for inspecting the works, and / or
 - (e) non testing of any work or materials as directed.

In such cases, additional expenditure incurred, if any by the Trustees over and above that which would have been incurred by them had above works been carried out by the contractors under the terms of this contract shall be paid by the contractor to the Mormugao Port Trust. The Trustees reserves their right to recover their additional expenditure from the moneys payable to the contractor or from deposits or such amounts that may have been lodged by the contractor with the Mormugao Port Trust for due performance of the contract under these presents. The Trustees further reserve their right to recover such additional expenditure from the moneys payable to the contractor for any other contract or transactions of any nature whatsoever existing between the Trustees and the contractors./

21. All the material to be used for the work shall be as far as possible, in accordance with the relevant specifications. However, the final approval of the material shall be at the sole discretion of the Chief Engineer of his representative depending upon the availability of the material in the market.

22. VALUATION OF EXTRA ITEMS OF WORKS & VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS

(A) VALUATION OF EXTRA ITEMS OF WORKS

The rates of extra items of work not contained in the Schedule of Quantities and Rates, shall be fixed only on the following basis:

- (a) from similar items, if such items exist in the tender, or
- (b) from any comparable item, if such item exists in the tender.

If (a) and (b) are not available then,

- (c) from MPT's SOR / Rate Analysis and using current costs of labour and materials and with allowance of 10% on direct costs towards the contractor's profit and overhead.

If (a), (b) and (c) are not available then,

- (d) from actual direct cost of labour and materials consumed and with allowance of 10% towards contractor's profit and overhead. (In such cases, rates of labour and materials and hired charge of hired plant shall be supported by vouchers). Rates of labour and material and hired charges for plant owned by the contractor shall be fixed by the Chief Engineer.

(B) VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS:

In the event of any modification in the work being effected in the items of work covered in the Schedule of Quantities and Rates with the prior approval of the Chief Engineer in such cases, only such modified items of work shall be revalued on the basis of MPT Rate Analysis pertaining to that item of work. If the modification is effected by the contractor without prior approval of the Chief Engineer, then the Chief Engineer will be at liberty to reject the same. However, in the event of Chief Engineer's acceptance on such work, the same will be revalued on foregoing basis but the rate arrived at will be reduced by 10%.

23. MODE OF PAYMENT:

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

- (i) Interim Certificate value is Rs 2.00 lakh or 1st. & Final bill of each specific work orders whichever is minimum and same may be payable after submission of bill along with four copies (enclosed with ESI, EPF, MR, Wage register etc), on joint record (Undisputed bills) will be paid within 15 working days through SAP from the date of submission of bill by the Contractor, except final bill.
- (ii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealings with the Mormugao Port Trust.
- (iii) Retention Money will be recovered through the bills at the rate of 10% of the amount certified in each bill, till an amount equivalent of 10% of the contract Price is accumulated.

24) FACILITIES FOR WORKERS OF OTHER AGENCIES:

Contractor shall take care to see that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, laying of cables or any other work, which will be awarded during currency of this contract. The contractor, shall accord all facilities to various agencies / contractors such as place for storing their material place for site office, etc. in consultation with the site Engineer and carry out his activities in close co-ordination with all agencies.

25. The contractor shall have EPF and ESIC Registration No. of the firm and shall contribute towards Employees Provident Fund (EPF) and submit the copy of the same along with the details in the prescribed format while submitting bills.

26. The work shall be carried out without disturbing the occupants, etc. of the building and if any other operation of Port or other agencies working in the area.

27. Tenderer are to submit the all the relevant documents to fulfil the eligibility criteria stipulated in the tender along with the signed tender copy.
28. The Contractor's field staff shall be fully experienced in the operation and maintenance of similar designated works,
29. It shall be specifically noted that the contractor is expected to mobilize the required equipment and experienced work force required to execute and complete the entire work included in the contract well within the stipulated period,.
30. After completion of the day's work/contract period the contractor shall clean and clear the work site to the satisfaction of the Chief Engineer or his site representative and submit the necessary report to Asst. Engineer.
31. The contractor has to execute an agreement with the Port as per tender. The stamp paper and other expenditure incurred by us for preparation of the agreement will be recovered from contractor's bill.
32. Before commencing the work on site, contractor has to take requisite permission from the Labour Enforcement Officer, Labour Commissioner, (central) Vasco , other local agencies/ authorities etc. and also required to furnish monthly returns about the number of employees employed for the operations/maintenance.
33. 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 area of each building mentioned in the tender are approximate and tenderer should inspect the site, assess the area, accordingly the rates may be quoted. No claim will be entertained incase area is increased thereafter.
34. The rate uoted by the contractor shall be inclusive of Sales Tax, Octroi, Excise Duty, , Income Tax and all other incidental charges etc. but excluding GST that the tenderer may have to bear for the execution of the works.
35. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
36. (a) Without limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) the contractor shall insure, at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the Excepted Risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of contract for loss or damage arising from a cause occurring during contract period 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).
- (b) Such insurance shall be effected with an insurer and in terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representative the policy or policies of insurance and the receipts for the payment of the current premia provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall 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.
- 37(a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (including any employee of the Board) by or arising of the execution of the 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).

(b)Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representative the policy or policies of insurance and the receipts for the payment of the current premia.

38.. 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.

39.(a) 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 the Chief Engineer's representative when required such policy of insurance and the receipt for payment of the current premia.

b) 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.

40.The successful tenderer will have to submit within seven days after receipt of the acceptance Letter a phased programme of execution of different items of works.

41.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.

42..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.

43.UNIFORM,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, uniforms, footwear and gloves for all labour employees on all types of work involving the use of chemicals and cement, etc. to the satisfaction of the Chief Engineer or his representative.

44.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.

45. 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.

46. 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.
47. Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas. The contractor shall clear away all the temporary structures built within a period of fourteen days after completion of the work and leave the whole of the site clean to the satisfaction of the Chief Engineer.
48. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/ store /labour hutment's required in the contract works. License fees on Port land for maintenance office buildings and other structures at Mormugao Harbour at General Wharf level will be charged as per Port Scale of Rates of time to time & the rent of the in-house premises if given will be as decided by the department.
49. The portion of Security Deposit due for refund in accordance with the Conditions of Contract, after physical completion of the work/ free maintenance period /defect liability period of work, will not be refunded except with the prior permission of the Chief Engineer, unless and until contractor submit the final bill based on joint measurements.
50. **SUPPLY OF MATERIALS:** No material shall be supplied by the MPT. Contractor shall make his own arrangements to procure all the materials whatsoever required for the execution of the works covered under this tender.

51. SITE SUPERVISION & CONTRACTOR'S SUPERINTENDENCE:

The Contractor shall supervise the work by himself or by deploying at least one Site supervisor with experience in related civil Engineering works and other necessary superintendence of the work during the execution of the Works and as long thereafter as the Chief Engineers Representative may consider necessary for the proper fulfilling of the Contractor's obligations under the Contract like supervision of work, joint measurements, preparation of bills..etc.. The above persons shall be constantly on the work/s and shall give their whole time to the superintendence of the same. The Site Supervisor shall receive directions and instructions from the Engineer or the Engineer's Representative on behalf of the Contractor

52. Measurements

The quantities provided for in the Schedule of Quantities and Rates are only approximate and are given to provide a common basis for tendering. The actual quantity may differ from those provided for in the Schedule in view of the complexity of the work. Payment will be made only for the satisfactory cleaning work done.

53.) The work shall be carried out without disturbing the occupants of the building and if any other operation of Port or other agencies working in the area.

54.. 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.

55. The Taxes involved in the execution of Works Contract Act 1935 shall be borne by the contractor and rates quoted by the Renderers shall be inclusive of the said tax also.

56. about deployment: Tender should mention the peak and the least labour force they would like to engage for the work accordingly, labour license may be obtained from Assistant Labour Commissioner, Vasco.

57.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, which will be awarded during currency of this contract. The contractor, shall accord all facilities to various agencies /contractors such as place for storing their material place for site office. etc. in consultation with the Site Engineer and carry out his activities in close co-ordination with all agencies. 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.

58. The Tenderer will be deemed to have ascertained themselves to the extent and nature of the works involved, the various constraints and high degree of skill involved in the works.

59. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution and provide the necessary safety gears to all your labourers to safeguard from any accident.

60. Any damage to the property of port should be made good or compensated

61..All the contractors having five or more interstate migrant workers are advised to obtain the license from the Labour Enforcement Officer, Labour Commissioner,(central)Vasco ,Goa before commencement of the work.

62.Minor repairs (like repairing broken edges of walls etc with plaster will be carried out by the contractor without any extra pavements.

63.All the dismantled materials obtained from the work shall form the Port Property and to be delivered and stacked in Maintenance section office yard at Headland without any extra cost .

64..Payment on account of Increase in wages due to statutory order/ (s)

Payment of difference in wages on account of Revision in wages due to statutory order(s)by labour department of Govt of India after submission of the tender to the submission of the bill in the contract for the items of work which includes only supply of manpower will be worked out as extra along with other benefits like EPF,ESI based on the revised statutory Minimum wages order and will be reimbursed / paid to the Contractor as per the price factor quoted by them . The contractor will regularly submit price breakup due to the hike in wages along with relevant wages documents as a proof of payments of higher minimum wages to his personnel when such wages got revised by labour department ,Govt of India. The details of extra on prevailing daily Minimum wages will be worked out in approval of Chief Engineer and shall be final and binding on the Contractor .

65..The Minimum wages rate of manpower shall be as per central labour rules and shall vary according to the amendments /increment enforceable by Govt. in time to time. The prevailing wages rates considered are been indicated below.

| Breakup of manpower charges (Minimum wages Rate applicable as per Ministry of labour order No. F.NBO. 1/8(7)/2019-LS-II dtd. 27.3.2019 | | | | |
|--|------------------------------|------------------------|------------------------|--------|
| Sr. no. | Head | Cateogory of workers | | Remark |
| | | Skilled Rs. P | Unskilled Rs. P | |
| 1 | Min wages | 645.00 | 487.00 | |
| 2 | P.F. & service charges@13.10 | 84.50 | 63.80 | |
| 3 | E.S.I @ 3.25 | 2.096 | 15.83 | |
| 4 | Others | 0 | 0 | |
| | Total | 750.46 say Rs.750/- | 566.62 Say Rs 567/- | |

CHIEF ENGINEER



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

e-TENDER NO.CE/38 /2019
APPENDIX-I

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

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

| S.N. | Particulars | Details |
|------|---|--|
| 1. | Amount of Security Deposit and time | E.M.D. +(R.M.) Retention money at 10% of the contract value to be retained till successful completion /defect liability period. |
| 2. | Period for commencement from the Chief Engineer's orders to commence. | Within three days and as specified in Specific P.O |
| 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. | 12 months or as specified in specific purchase order |
| 6. | Percentage of retention from each running account bill | 10% on R.A. bill amount subjected to maximum 10% of contract award price to be retained from the running bills and to be released on completion of work/defect liability period as applicable. |
| 7. | Limit of Retention Money | 10% value of the contract. |
| 8. | Minimum amount of interim Certificate. | 2.00lakh or 1st. & final bill of each specific work orders whichever is less |
| 9. | Time within which payment to be made after contractor's submission of the bill. | 100% within 15 days of submission of bill in quadruplicate with Engineers certification. |
| 10. | Mobilisation advance | Not applicable to this contract. |
| 11. | Interest rate on Mobilization advance | Not applicable to this contract. |
| 12. | Mode of recovery of Mobilization advance | Not applicable to this contract |
| 13. | Variation in price of labour and materials (Escalation) | Not applicable to this contract |
| 14. | Arbitration | Not applicable to this contract |
| 15. | Minimum amount of third party insurance | 5% of the tender amount |

Dated this _____ day of _____ 2019

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

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____

Occupation: _____



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20".**

FORM OF TENDER

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

1. I/We _____ have carefully gone through and clearly understood the tender notice tender terms and conditions and tendered AND do hereby offer to execute the work comprised in the annexed Tender Notice **Annual Maintenance Contract (AMC) For Various joinery Works of Staff quarters and other buildings at Headland for the year 2019-20"** in strict accordance with the instructions to Tenderers, additional special instruction, General conditions of Contract, Scope & Specifications, additional general conditions of contract etc. and Addendum to Specifications, Special Conditions of Contract etc. at the percentage rate entered in the attached Schedule of Quantities and Rates.
2. I/We undertake the work included in the Schedule of Quantities and Rates with the Contract period of 12 months from the date of receipt of work order. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mormugao. I/We have independently considered the question of the amount of loss or damage likely to result to the Trustees from the delay on my/our part in the performance of the contract and I/We agree that the Penalty mentioned in GCC of the contract is a fair estimate of the loss likely to result from the default.
3. I/We made e-payment/Demand Draft/Cash of sum of Rs.28,000/- (Rupees twenty eight thousand only.) earnest money as proof of my/our willingness to enter into the contract if my/our tender is accepted.
4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities and Rates attached to this tender.
5. I/We also, agree if awarded the contract that the earnest money lodged with this tender will be retained by the Trustees towards part of the Security Deposit and to deduct further 10% of contract value as retention money.
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 120 days from the date fixed for receiving/opening the same and it shall remain binding upon me / us and may be accepted any time before the expiration of that period.
8. I/we hereby certify that my / our registration certificate under the 'Goa Sales Tax' on the transfer of property in goods involved in the execution of Works Contract Act.1985 is in force on the date on which the sale of goods specified in this bill/cash Memorandum is made by me/us and tax under the act will be, if payable, be paid before furnishing my/our returns under the act.

9. I/We hereby agree for deduction of 5% of gross value of work certified in each bill from the amount payable to me/us towards Works Contract Tax(WCST) and VAT/Education Cess or any other taxes applicable.
10. I/We have inspected the site and I am/We are fully aware of the work to be carried out while tendering for the contract.

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

Name: _____
Age: _____ years

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

| <u>Name</u> | <u>Age</u> |
|-------------|-------------|
| 1. _____ | _____ years |
| 2. _____ | _____ Years |
| 3. _____ | _____ Years |
| 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 is a Company with liability and a copy of our Memorandum and Articles of Association will be sent for perusal upon acceptance of our offer.

Proposed contract is intended to be signed by a duly constituted Attorney and original power of Attorney in his favour will be submitted for perusal immediately on acceptance of the tender. The contract will be completed under the Company's Common Seal.

12. 1. The Bank's Guarantee referred to in Para No.5 above will be from

** _____

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

14. I/We have not made any counter stipulation and conditions and I/We agree that in the event of any such counter conditions my/our tender will be summarily rejected and such offer will not be evaluated and considered at all by you.

15. The name and address of our Banker is ** _____

16. I/we understand that the Board is not bound to accept the lowest or any tender you may receive and may reject the same (the lowest) or any other tender without assigning any reason therefore.

17. I have read and understood the General Conditions and Specification of the work which are printed in Volume -I supplied to me by the Department which will form a part of tender and this shall remain binding on me".

Dated this _____ Day of _____ 2019

NAME AND ADDRESS OF TENDERER:-

Witness: - _____

Date: _____ Day of _____ 2019

Witness: - _____

Witness: - _____

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

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

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

Letter of Application (On the Letter Head of the Bidder)

To:
The CHIEF ENGINEER,
CIVIL Engineering Department
Second floor ,Mormugao Port Trust
Administrative Bldg.,
Headland Sada, Goa 403 804.

Sir,

Sub: e-TENDER NO.CE/ 38 /2019 Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.and other buildings at Headland for the year 2019-20".

DECLARATION

- 1) I/We having carefully gone through and clearly understood the preface ,tender notice ,details to be furnished along with technical bid ,specifications and terms &conditions of contract for the above mentioned work.,
- 2).. I/We hereby declare that, all information furnished by me/us with this tender is true to the best of my/our knowledge, belief and in case, if it is found that, the information furnished is not true or partially true or incorrect, I/We agree that my/our tender shall be summarily rejected without prejudice to the right of the Board of Trustees of Port of Mormugao to take further action into the matter.
- 3). I/We agree for unconditional acceptance of all the terms and conditions set out in the bid document and in case of receipt of order we do hereby Assure that the entire work will be satisfactorily completed within the stipulated time in accordance the said specifications and terms and conditions of the contract at the rate set out in the priced schedule and quantities attached hereto..
- 4). I/We understand that Mormugao Port Trust reserves the right to reject any application without assigning any reason thereof.
- 5.) I/ We agree to keep our offer valid for 120 days or for a further period as would be desired from the date of opening of the price bid .we agree to all the terms and conditions of the technical bid.
- 6). I/We hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.
- 7) I/We hereby declare that, all information furnished by me/us with this tender is true to the best of my/our knowledge, belief and in case, if it is found that, the information furnished is not true or partially true or incorrect, I/We agree that my/our tender shall be summarily rejected without prejudice to the right of the Board of Trustees of Port of Mormugao to take further action into the matter.

Date:
Place:

Signature of Authorised Signatory :
Name: Designation: Seal:



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20".**

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

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

| | |
|--|---|
| Name of the Beneficiary | MORMUGAO PORT TRUST GENERAL ACCOUNT |
| 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.com |
| 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 |
| | MPT GENERAL ACCOUNT |
| Beneficiary E-mail ID | cashmpt@mptgoa.com |

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO.CE/38/2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20”.**

PROFORMA FOR 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.AnantChodnekar | |
| | 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: _____)



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ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20".**

A- Scope Of Work

The contractor will have to carry out following joinery /carpentry repairs /replacement works inclusive of all labour ,tools and equipment and materials ..etc. complete.

- i)Dismantling of old damaged doors ,windows, ventilators ..etc ,
- ii)Repairs /replacement of doors ,windows and ventilators wooden frames, shutters ..etc.
- iii)Replacement of old unserviceable doors ,window and other joinery fittings and fixtures ..etc.
- iv) providing and fixing of FRP doors ..etc.
- v)providing and fixing in position anodized aluminum sliding windows..etc
- vi)Providing ornamental grills and other minor structural repair works
- vii)Replacing broken glasses of doors windows ..etc
- viii)Repairs to roof &replacement of broken roof tiles ,sheets ,eves gutter ..etc

Chief Engineer
Mormugao Port Trust



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

e-TENDER NO. CE/ 38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20".**

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

1. Tenderers are required to fill in their percentage rate as per the price bid format in excel sheet and in the allotted space only .
2. Tenderers are required to fill in their percentage rate at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
- 3.. 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.
4. Quantity of each item of work mentioned in the Schedule, should be noted and the item rate worked out carefully, having regard to the scope & specifications, additional special instructions and schedule of garden/horticulture maintenance before submitting the tender, as no variation in rates etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. The percentage rate, above or below the Schedule/Estimated rate, indicated at the end of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.
- 5.. Tenderers are requested to note that though the contract is for item 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.
6. The item Rate should be legibly written in figures as well as in words wherever applicable in the space provided for Erasures or corrections in figures or in words, without Tenderers initials, will render the tender liable for rejection.
7. .The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment/safety equipment's, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, including income tax, sales tax on works contracts, but excluding goods and service tax (GST). for compliance with conditions of contract and specification.

CHIEF ENGINEER

BOQ FOR VIEW ONLY

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
e-TENDER NO.CE/ 38 /2019

**Annual Maintenance Contract (AMC) for various Joinery work of Staff qtrs.
and other buildings at Headland for the year 2019-20".**

SCHEDULE OF QUANTITIES AND RATES

| Sr No | Description of work | Unit | Qty | Rate | Total Amount |
|-------|--|------|--------|-----------|--------------|
| | | | | Rs. Ps | Rs. Ps. |
| 1 | Dismantling doors, windows and ventilators having area less than 3.0m ² including removal of frames, fastening etc. from masonry and handing over to Chief Engineers Representative by shifting & stacking at Maintenance Section office Yard at Headland as directed including all tools & plant labour & material complete. | Each | 120.00 | 106.18 | 12741.60 |
| 2 | Providing and fixing wood work in frames of doors, windows, ventilators etc. with well seasoned sal wood including m.s. holdfast 40 mm x 25 cm long 6 nos. embedded in c.c. (1:3:6) blocks, 16 mm dia m.s. bottom pins including necessary painting (primer and two coats of synthetic enamel paint) .All labour & material etc. complete | CuM. | 0.50 | 128835.10 | 64417.55 |
| 3 | Providing and fixing in position Windows having two or more shutters without ventilator panelled and glazed with 3 mm thick glass panes with 40 mm thick sal wood shutter with all oxidised iron fittings like butt hinges 4 nos. 100x58x1.8 mm size screwed to frame and embedded in cc (1:3:6) block all putty, beading etc. including necessary primer and two coats of synthetic enamel paint.All tools , plant labour & material etc. complete. | SqM. | 39.00 | 4994.06 | 194768.34 |
| 4 | P/F in position anodised aluminium louvered ventilators in single vertical bays with 4.00 mm thick 100 mm wide frosted glass louvers of approved quality / make using best quality standard extra lead anodised aluminium sections comprising to IS-733, frame shall have groove to receive weather strip all around, glass louvers shall have PVC gap closing gasket on top edge of louvers and approved through lever handle and operation fixed to outer frame and aluminium handle locking device, fixing to masonry, R.C.C. columns etc. as specified by manufacturer all gaps should be sealed with approved sealant etc.including finishing and making good the surface with cement concrete mortar, touch up painting, removing of old ventilators etc. All tools , plant labour & material etc. complete. | SqM | 21.00 | 4340.89 | 91158.69 |

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| 5 | P/F ornamental Grills of approved pattern using m.s. flats 25 mm x3 mm or any other sections including welding, grinding, cutting,drilling holes,fixing with counter sunk screws etc..All tools , plant labour & material etc. complete. | kg. | 843.00 | 192.44 | 162226.92 |
| 6 | Supplying and fixing Flush door shutters 35mm thick both side commercial faced including providing 4 nos. S.S. hinges (100x70x4) mm minimum sizeteakwood beading patties, brass screws, including necessarypainting pimer and two coats of synthetic enamel) all tools , plant labour & material etc. complete. (Old fittings like morice lock,safety chins, etc.to be refitted to the (new door).All tools , plant labour & material etc. complete. | SqM. | 45.00 | 4698.29 | 211423.05 |
| 7 | Supplying and fixing Flush door shutters(Main door) of marine sollid core 35mm thick both sides teak faced including providing 4 nos. S.S. hinges (100x70x4) mm minimum sizeteakwood beading patties, brass screws,polishing etc.complete all tools , plant labour & material etc. complete. (Old fittings like mortice lock,safety chins, etc.to be refitted to the new door.All tools , plant labour & material etc. complete. | SqM. | 54.00 | 6452.09 | 348412.86 |
| 8 | Providing and Fixing the following heavy anodised aluminium/Stainless steelas specified to the wood work as directed including required screws and fastening.All tools , plant labour & material etc. complete. | | | | |
| a | Anodised aluminium Plate type hook & Eye 10 cm | Each | 5.00 | 30.72 | 153.6 |
| b | Anodised aluminium Plate type hook & Eye 15 cm | Each | 5.00 | 44.02 | 220.1 |
| c | Anodised aluminium Tower Bolt 25 cm long | Each | 5.00 | 148.46 | 742.3 |
| d | Anodised aluminium door latch 30 cm long | Each | 5.00 | 177.12 | 885.6 |
| e | Anodised aluminium tower bolt 15 cm long | Each | 5.00 | 103.41 | 517.05 |
| f | Anodised aluminium door latch 20 cm long | Each | 5.00 | 154.6 | 773.00 |
| g | Anodised aluminium baby latch | Each | 3.00 | 103.41 | 310.23 |
| h | Anodised aluminium D-type door handle 10 cm long | Each | 5.00 | 77.81 | 389.05 |
| i | Stainless steel butt hinges 100 mmx70mmx4.0 mm | Each | 20.00 | 94.20 | 1884.00 |
| j | Stainlessteel. butt hinges 75mmx40mmx2.5 mm | Each | 10.00 | 77.81 | 778.10 |
| k | Stainless steel. butt hinges50mmx37.5mmx1.5 mm | Each | 10.00 | 66.55 | 665.50 |
| 9 | Supplying and fixing FRP door shutters with frames Om ventures make or any other approved make/quality and of approved colour , shade in single leaf with 29-30 mm thickness, including all the accessories such as C.P.brass butt hinges of size 100 x 70x4.0 mm, mimimum 3 nos. per shutter, fixed buy C.P. brass counter sunk as approved and fixed to the door frame as specified by the manufacturer or as directed complete.All tools , plant labour & material etc. complete. | Each | 47.00 | 3704.78 | 174124.66 |

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| 10 | Supplying & fixing Automatic door closer 'Universal' 65 of 'Everite' EDC 1103 including necessary screws, washers etc. All labour & materials complete. | Each | 2.00 | 1804.04 | 3608.08 |
| 11 | Providing & fixing in position anodised aluminium sliding windows of approved manufacturer to suit two track sliding, using best quality standard extruded anodised aluminium sections (manufactured to relevant I.S. specification) without horizontal glazing bars, glazed with 5.5mm thick sheet glass fixing to RCC column/masonry with lugs of 16mm x 3.15mm x 10cm long or any other approved size embedded in C.C. (1:3:6) blocks of appropriate size incl. necessary bolting devices, handles, locking arrangements, fixing clips, metal putty, PVC/Rubber beading etc. All labour & material etc. complete. | SqM. | 72.00 | 4438.54 | 319574.88 |
| 12 | Supplying & erecting structural steel work for gates, trusses, purlins, rafters etc. incl. All Cutting, fabricating, welding & fixing in position, painting with two coats of synthetic enamel paint over a coat of redoxide zincchromite primer after cleaning & preparing the surface etc. All labour & materials etc. complete | Qtl. | 3.00 | 9915.13 | 29745.39 |
| 13 | Supplying & fixing mosquito proof netting of Netlon or any other approved brand to the windows of CISF barrack , building No.1& 2 with Velcro tape fixing to window frame with required screws nails .. etc..and stitching of other part of Velcro to the net including all tools & plant labour & material complete. | SqM. | 11.00 | 2525.47 | 27780.17 |
| 14 | Repairs to the aluminium frame glass window including removing the glass, replacing damaged rubber beading with new rubber beading, refixing of glass to the aluminium frame, cleaning, repairs/replacing bearings/rollers , applying sealant to the joints of aluminium and masonry,etc.complete as directed. All labour and material, tools & plant etc. complete. | EA | 3 | 1571.59 | 4714.77 |
| 15 | Providing aluminium handles for the aluminium frame glass window as directed and aproved . All labour and material, tools & plant etc. complete. | EA | 10.00 | 76.79 | 767.90 |
| 16 | Providing 5.00 mm thick glass for the aluminium frame window/door, including removing the damaged glass, replacing the damaged beading, sealing the gaps in between wall and window frame using M seal, touch up painting as directed. All labour and material, tools & plant etc. complete. | SqM | 4.80 | 2221.73 | 10664.30 |

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| 17 | Providing 4.00 mm thick pin headed/plain glass for louvered ventilators as directed. All labour and material, tools & plant etc. complete. | SqM. | 4.80 | 394.18 | 1892.06 |
| 18 | Providing and fixing double action hydraulic floor spring of approved brand and manufacturer including pivot for Aluminium shutter, cutting of floor, embedding in floors required and making good same matching to the existing floor finishing and cover plates ..etc as directed . All labour and material, tools and equipments etc. complete. | Each | 2.00 | 7500.00 | 15000.00 |
| 19 | Supply of Labours on daily basis including necessary minor tools and plant for execution of maintenance works in the Port as directed. All labour and minimum essential tools etc. complete. | | | | |
| a | Skilled Labour(carpenter ,fitter ..etc) | NO. | 50.00 | 750.00 | 37500.00 |
| b | Unskilled Labour | NO. | 75.00 | 567.00 | 42525.00 |
| 20 | Supplying & fixing asbestos cement corrugated sheets 6mm thick in roofing including cutting/mitering, drilling holes, fixing with necessary G.I. bolts, nut G.I. and bitumen washers etc. as directed. All labour and material, tools & plant etc. complete | SqM. | 10.80 | 446.40 | 4821.12 |
| 21 | Supplying & fixing A.C. plain adjustable ridges including drilling holes, necessary G.I. holes, nuts, G.I. and bitumen washers etc.as directed. All labour and material, tools & plant etc. complete. | M | 10.00 | 328.01 | 3280.10 |
| 22 | Supplying & fixing corrugated translucent fibre glass sheets 3mm including cutting to required size, drilling holes and fixing with necessary 'J' bolts, seam bolts, bitumen and plain washers etc. as directed. All labour and material, tools & plant ,scaffolding etc. complete. | SqM. | 50.00 | 1241.90 | 62095.00 |
| 23 | Supplying & fixing Mangalore pattern tiles (Double inter locking Fort Brand roofing tile no.1/equivalent) in single layer over Sal/Jamba wood reepers 5 x 2.5cm including supplying & fixing ridge tiles, pointing with C.M. (1:2) and painting reepers with creosete oil etc.as directed. All labour and material, tools & plant scaffoldings etc. complete. | SqM. | 10.00 | 1222.46 | 12224.60 |
| 24 | Supplying & fixing Mangalore pattern tiles (ordinary Mangalore tiles) in single layer over Sal/Jamba wood reepers 5 x 2.5cm including supplying & fixing ridge tiles, pointing with C.M. (1:2) and painting reepers with creosete oil etc.as directed. All labour and material, tools & plant ,scaffolding ..etc complete. | SqM. | 10.00 | 1000.30 | 10003.00 |

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| 25 | Supplying & fixing G.I. eaves gutter 15cm dia using 0.8mm thick plain G.I. sheets, cutting, bending necessary brackets, seam bolts, G.I. washers & 2 coats of tarring etc. as directed. All labour and material, tools & plant, scaffolding etc. complete. | M | 10.00 | 647.07 | 6470.70 |
| 26 | Providing roofing compound to the bolt, along the cracks of sheets, joints of asbestos sheet roofing as directed. All labour and material, scaffolding, tools & plant etc. complete. | KG. | 3.00 | 127.98 | 383.94 |
| | TOTAL, | | | | Rs. 1859643.22 |

Total =Rs.1859643.22

TOTAL AMOUNT OF TENDER excluding GST = "A" = Rs. 18,59,643.22