



AN ISO 9001:2015 PORT

**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
TENDER NO. CE/66/2017**

FACE SHEET TO ACCOMPANY THE TENDER DOCUMENTS

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

AXEN (Accounts)

B.1. Name of work: **“Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

2.	Cost of each set of Tender Documents	Rs. 500.00
3.	Date and Issue of Tender Documents	From:16/06/2017 To 29/06/2017 upto 14.30 hrs.
4.	Date of receipt of tender and time	30/06/2017 at 15.00 hrs.
5.	Amount of E.M.D.	Rs. 18,400/-
6.	Date of opening of tender and time	On 30/06/2017 at 15.30 p.m.
7.	a) Whether E.M.D. received	Yes/No.
	b) if so, in which shape	D.D./Cash Receipt
8.	Form of contract	Percentage rate
9.	Whether tender received in duplicate	Yes/No
10.	Whether rates have been quoted in both the tenders in words and figures.	Yes/No
11.	Total No. of Tenders received for the work	

AXEN (Accounts)

EXECUTIVE ENGINEER (HR)



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

**Name of Work: “Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

GENERAL INDEX

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2. Appendix – I
- 3.Form of Tender
- 4.Additional Instructions to Tenderers
- 5.Additional General Conditions of Contract
- 6.Organisation chart
- 7.Scope of work
- 8.Estate Rental charges
- 9.List of structures to be cleaned(Annexure – I)
10. Directions to tenderers for filling in the Schedule of quantities & rates.
11. Schedule of quantities & rates
12. Form of Bank Guarantee for Security Deposit.
13. Declaration
14. Vendor Registration Form
- 15.A printed set (Tender documents – Vol.I) containing Instructions to Tenderers, General and Special conditions of contract, Special instructions of contract, General specifications forms an integral part of the tender documents

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



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017
TENDER NOTICE NO. CE/N-58/2017

Name of Work: Housekeeping of office building and other structures at GCB area for the year 2017-18.”

Sealed item rate tenders in single Cover System are invited from the Contractors registered with Engineering Civil Department (M.P.T.), P.W.D. / C.P.W.D. / Railway, Central/State Govt., GSIDC, etc. Unregistered Contractors also can apply for tender subject fulfilling the Criteria and the conditions given below.

Sr. No	Tender No.	Name of work	Cost of tender document (non-refundable)	Sale of tender documents From/To
	Class of Contractor eligible of tender	Estimated cost of work put to tender	Earnest Money Deposit	Date of opening of tender
1.	CE/66/2017 Class 'D' & above.	Housekeeping of office building and other structures at GCB area for the year 2017-18. Rs. 920492/-	Rs. 500 /-	16.06 .2017 to 29.06.2017 Up to 14.30hrs
			Rs.18,400/-	30.06.2017 at 15.30 hrs

N.B:

- 1) Tender documents can be purchased at the office of the Chief Engineer, Mormugao Port Trust at Headland, Sada, Goa after producing evidence of registration in the appropriate class with the Engineering (Civil) Department of Mormugao Port Trust and after payment of necessary charges in the Cash section of Finance Department. Contractors who are not registered may also be issued tender documents subject to the provisions of MPT Regulations for registration of contractors. Tender documents will be sold between 09.30 hours to 12.00 hours and 14.00 hrs. to 15.00 hrs. from Monday to Friday excluding Port Holidays.

- 2) Tenders duly super scribed with the name of the work should be submitted in single cover and sealed with gum and with sealing wax/lac as stipulated in Clause no. 5 of Special instructions to Tenderers and reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada – 403 804, not later than 14.30 hrs. on the opening of the tender.
- 3) Tender documents will not be sent by post or courier service.
- 4) Right to reject any or all tenders without assigning any reasons thereof, are reserved.
- 5) Deviations from the proposed items of work will not be acceptable. Conditional tenders are liable to be rejected.
- 6) If any unregistered contractor wishes to purchase the tender copy, he has to apply for registration, pay 100% of the registration fees. If after the scrutiny of his application he is found suitable for the class for which tenders are invited, his tender will be considered along with other tenders, and otherwise his tender will be ignored.
- 7) Further particulars can be had from the office of the undersigned at Mormugao Port Trust, Headland Sada, Goa-403 804.

CHIEF ENGINEER

Date :



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

Name of Work: “Housekeeping of office building and other structures at GCB area for the year 2017-18.”

1. TENDER NOTICE

1. Sealed percentage rate tenders in **single Cover** System are invited by open advertisement on behalf of Mormugao Port Trust from Contractors registered /Un registered with Engineering Civil Department (MPT), PWD / CPWD, Railways / Port Trusts /Central / State Governments, GSIDC etc., for the work of **“Housekeeping of office building and other structures at GCB area for the year 2017-18.”**The approximate cost of the work is **Rs.920492/-**.

UN registered contractors also can apply for tender subject to fulfilling the condition as stipulated.

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

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

4. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs. 18,400/- (Rupees Eighteen thousand Four hundred only)**, and E.M.D. should be lodged in the form of Demand Draft drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-da-Gama, Goa or by Cash and a cash receipt obtained from A.O. (Cash), is required to be enclosed along with the Tender in originals. In any case, E.M.D. in the form of Cash/ Cheque along with tender will not be accepted.

- a. The E.M.D. and the Tender documents in single cover should be put in separate sealed envelopes and both the envelopes should be placed in a single envelope properly sealed. The inner envelopes should be separately marked as “EMD & tender document. The outer envelope shall bear the identifications like (i) Tender No: (ii) Description of work (iii) Bidders name and Address and (iv) Due date and time of bid opening. If the envelopes are not sealed properly, Mormugao Port Trust will assume no responsibility for the misplacement or premature opening of the bids submitted.
- b. Bids if not accompanied by the requisite E.M.D. as indicated above shall be treated as invalid and shall not be opened.
- c. The EMD of the any two among the first three lowest tenderers will be refunded to them only after acceptance of Work Order by successful tenderer. E.M.D. of successful contractor will be retained towards Initial Security Deposit. Other Contractors are requested to contact AXEN (Accounts), Chief Engineer’s Office, Main Administrative Office, and Mormugao Port Trust for claiming such refund of EMD along with copy of original receipt issued by this office.
- d. Contractors may submit the following information in-order to refund the EMD's/ Bank Guarantee/Security Deposit/Retention Money, payments of bills etc.
 - a. Name of Bank
 - b. Place
 - c. Account No
 - d. Type of Account
 - e. PAN.
 - f. EPF No.
 - g. ESI No.

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

- 5. Security Deposit:** EMD deposited along with the tender will be converted as Security deposit
- 6. Retention money:** Retention money shall be deducted from reach running account bill at 10 % of gross value of work done to the limits of 10 % of contract value.
- 7. Refund of Security deposit and Retention money:** S.D and Retention money shall be refunded only after successful completion of defect liabilities period (Free Maintenance period) if applicable.
8. The entire work under this contract is required to be completed within Under this contract is required to be completed within **(12) months** from the date of receipt of pre-acceptance letter/ work order or release of site Whichever is later.

9. Counter conditions stipulated in completion period by the Contractor will not be considered. Tenders with counter conditions are likely to be rejected summarily without assigning any reasons therefore.
10. Time is the essence of contract. Liquidated Damages for delay in completion of work shall be recovered at the rate of 0.5 % of the Contract Price per week or part thereof subject to a maximum ceiling of 5% of the Contract Price. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.
11. The maintenance period is not applicable.
12. Tenderers are strongly advised to inspect the site of work and acquaint themselves with the site conditions and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the **Executive Engineer / HR, Tel Nos: 2594610.**
13. The tenderers must not quote counter conditions involving extra Expenditure. The tenderers should refrain from sending revised or amended Offers after the closing date of the tender. The Chief Engineer reserves the right to reject such offers without assigning any reasons thereof.
14. The original tenders to be submitted should be enclosed in a sealed Cover and superscripted "**Housekeeping of office building and other Structures at GCB area for the year 2017-18.**" and should be addressed to The Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland, Sada, Goa - Pin: 403804.
15. The tenders complete in all respects should be placed in the Tender Box (marked Tender No: **CE/66/2017**) kept inside the cabin of **AXEN(Accounts)**, Chief Engineer's Office at Main A.O. Building, 2nd floor, Mormugao Port Trust upto 15.00 hrs on due date and opened at 15.30 hrs. on the same date in the presence of such Tenderer's who may wish to be Present.
16. The Tenderer's should specifically note that their offers, whether sent by post or by hand delivery, should reach this office on or before the due date and time. Offers received late will not be considered, even if posted in Post office before due date.
17. The Chief Engineer and or Board of Trustees reserves the right to reject any or all tenders received without assigning any reasons therefore.

- 18: Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders
19. Sales Tax, Income Tax etc., as applicable from time to time shall be deducted from the amount payable to the Contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the contractor.
20. Service Tax registration for the bidder is mandatory. Bidder has to Enclose attested copy of Service Tax Registration along with the Tender. Service Tax has to be claimed extra as applicable while Submitting the bill/bills.
21. The Tenderer should strictly note that they shall be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
22. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
23. The original tenders to be submitted should be enclosed in as sealed cover and super scribed **“House-keeping of office building and other structures at GCB area for the year 2017-18.”** and should be addressed to The Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland, Sada, Goa-Pin: 403804.
- 24 .The Chief Engineer and or Board of Trustees reserves the right to reject an or all tenders received without assigning any reasons therefore.
25. Sales Tax, Income Tax etc. as applicable from time to time shall be deducted from the amount payable to the Contractor at source. Under no circumstances taxes so deducted shall be reimbursed to the contractor.
26. The Tenderer should strictly note that they shall be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
27. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
28. Service Tax registration for the bidder is mandatory. Bidder has to enclose attested copy of Service Tax Registration along with the tender. Service Tax has to be claimed extra as applicable while submitting the bill/bills.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

Name of Work: “Housekeeping of office building and other structures at GCB area for the year 2017-18.”

FORM OF TENDER

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

I/We _____, do hereby
“**Housekeeping of office building and other structures at GCB area for the year 2017-18.**” in strict accordance with the Instructions to Tenderers, General Conditions of Contract, Specifications etc. at the Percentage Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake to complete the work included in the Schedule of Quantities & Rates within **12 (twelve) months** from the date of release of site work order. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mumbai. 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.

3. I/We send herewith a sum of **Rs.18400/- (Rupees eighteen Thousand four Hundred only)** as a deposit or earnest money of my/our willingness to enter into the contract if my/our tender is accepted.

4. In the event of my/our tender being accepted, I/We agree to enter into a contract in the prescribed form with such alterations or additions thereto which may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the Specifications, Schedule of Quantities & Rates attached to this tender.

5. I/We also agree, if awarded the contract, that the Earnest Money lodged with this tender will be retained by the Board of Trustees towards part of the Initial Security Deposit and to make further deposit by Bankers Cheque/Demand

Draft in favour of **FA & CAO, MPT, Headland Sada** payable at **Vasco-Da-Gama, Goa** by way of Bank Guarantee or by Cash and a cash receipt obtained from A.O.(Cash), **FA&CAO / MPT**, within **7 (seven)** days or such extension of the period permitted by the Chief Engineer, in writing, after receipt of information that my/our tender has been accepted by the Port Trust

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 the tax under the act will be, if payable, be paid before furnishing my/our returns under the act.

9.I/We have inspected the site and I am / we are fully aware of the work to be carried out while tendering for the contract.

10.I/We request that early payment of interim bills be made from time to time in advance of such bills being audited as per tender conditions.

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

Name : _____
Age : _____ years

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

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

We understand and confirm that if our offer is accepted, the contract will be entered into with the above mentioned partners only and the Trustees will not recognize or deal with any minor partners or their guardians.

*(C) ours in a Company with liability and a copy of our Memorandum and Articles of Association will be sent for perusal upon acceptance of our offer.

Proposed contract is intended to be signed by a duly constituted Attorney and original power of Attorney in his favour will be submitted for perusal immediately on acceptance of the tender.

The contract will be completed under the Company's Common Seal.

11. The Bank's Guarantee referred to in Para No.5 above will be from
** _____

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

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

Witnesses
Signature : _____

Name: _____

Address : _____

Tel. No.: _____

Mobile No: _____

Date : _____

Tenderer's
Signature : _____

Name : _____

Address : _____

Tel. No.: _____

Mobile No.: _____

Date : _____

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

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



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

Name of Work: “Housekeeping of office building and other structures at GCB area for the year 2017-18.”

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.

Sealed tenders are invited on Percentage rate basis for work described in the Tender Notice referred to herein before. In the percentage rate quoted by the Tenderers shall be inclusive of Sales Tax, VAT, General Tax, Octroi, Excise Duty, Income Tax, workers safety devices etc. and all other incidental charges that the tenderer may have to bear for the execution on the works but excluding Service Tax,. Service tax shall be paid as per applicable rates along with the all bills for payment.

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 5 hereinafter will be furnished.

2. Tenderers must return the complete tender set duly signed wherever required. Any tender not so signed will not be considered. Alterations to the conditions of contract and specifications will not be entertained.
3. 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.
4. Tenderers are strongly advised to inspect the site so that they are fully aware of the nature of scope of the works to be carried out before tendering for the same.
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. Cost of testing of materials will be borne by the Contractor.
7. Tenderers should note the arrangements described in the tender document for prompt payments of bills.
8. Further particulars can be obtained on application to the office of the Chief Engineer, Mormugao Port Trust A.O. Building, Headland, Sada, during the office hours.
9. 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.
10. Tenders submitted will remain open for acceptance for a period of **120** Days from the date of opening of tenders.
11. Contract period for the subject work is 12 (Twelve) months **from** the date of receipt of purchase order or release of site for the first order whichever is later.

12. 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.
13. Time is the essence of the contract and work has to be completed on given time..
14. The tenderers are strongly advised to inspect the site of work and acquaint themselves with site conditions, nature and quantum of work involved etc. before tendering. Such an inspection can be arranged in consultation with the Executive Engineer HR, Tel. No. 2594610.
15. The Tenderers must not quote counter conditions involving extra expenditure. The Tenderers should refrain from sending revised or amended offers after the closing date of the tender. The Chief Engineer reserves the right to reject such offers without assigning any reasons thereof.
16. The free Maintenance period for this work is not applicable.
17. 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.
18. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.
19. Time is the essence of contract. Liquidated Damages for delay in completion of work shall be recovered at the rate of 0.5 % of the Contract Price per week or part thereof subject to a Maximum ceiling of 5% of the Contract Price. The contract is liable to be terminated if there is a delay of more than 25% of contracted period of completion.
20. Service tax registration is mandatory service tax applicable shall be Paid extra with running bills against the submission of Tax Invoice.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

Name of Work: “Housekeeping of office building and other structures at GCB area for the year 2017-18.”

ADDITIONAL GENERAL CONDITIONS OF CONTRACT

01. The tenderer shall visit the site and fully study the work involved vis-à-vis the quantity and specification before tendering for the work. Any clarification in this regard will be given if required prior to submission of tender. The tenderer should inspect the site, assess himself the area, accordingly the rates may be quoted. No claim will be entertained regarding for this purpose thereafter.
02. The rates quoted by the tendered shall hold good for period of contract.
03. The proposed work broadly comprises as detailed in scope of work.
04. The work has to be carried out from 8.00 hrs. To 12.00 hrs. 14.00 hrs. To 18.00 hrs in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office. Removal of chokeups & cleaning of chambers has to be carried out any time on call without any additional payments.
05. The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any location/building and on such occasions, the Mormugao Port Trust shall be free to recover from the contractor's bill at pro-rata basis as per quoted amount or the amount actually incurred for carrying out the work either departmentally or through any other agency.
06. The successful tenderer shall be required to enter into an agreement with Mormugao Port Trust immediately after acceptance of the tender. The cost of stamp paper for the agreement shall be borne by the successful tenderer.
07. Water required for cleaning the toilets, wash basins and urinals, septic tanks and soak pits etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc and cost of water will be borne by MPT. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.

08. The contractor or his representative should report to the Engineer in charge of the work daily at 9.00 hrs. & 15.00 hrs. And submit the labour deployment & material consumption report on day to day basis.

The rate quoted by the contractor shall be inclusive of Sales Tax, General Tax, Octroi, Excise Duty, Service Tax, Income Tax etc. and all other incidental charges that the tenderer may have to bear for the execution of the works except Service Tax.

09. **Minimum deployment of labour:** The Port area envisaged in the contract is at GCB areas and it would be the responsibility of the contractor to deploy minimum **5 labourers** on all working days and minimum **2 labours** on Sundays and other public holidays. Any additional labour and material required for housekeeping and fulfilling requirement should be to contractor's account. The contractor shall submit the names of labourers for the purpose of verification.

Note 1: In case of non- deployment of adequate labour, recovery will be made at 1^{1/2} times the market rate.

10. Minimum labours wages has been considered in the subject tender is Rs. 525/-(Five Hundred and twenty five only).This amount is inclusive of EPF and ESIC over the Minimum wages .If any change in the wages during the contract period accordingly contractors may claim for the same. Later the claim shall be analyzed in accordance with the estimate prepared by the department & accepted rate and reimburse to the contractors.

11. The contractor/contractors representative has to obtain the signature of the user dept during the site visit along with the dept representative everyday in the afternoon session stating that cleaning is carried out & chock ups are removed. The report should be submitted to AEN/GCB every day, failing which will be accounted as cleaning not carried out. The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any location/building and on such occasions, the Mormugao Port Trust shall be free to recover from the contractor's bill at 1 and ½ times as per quoted amount as per item no 1 or the amount actually incurred for carrying out the work either departmentally or through any other agency.

12. The contractor shall procure the minimum material(as per list enclosed) every month after obtaining gate pass from authorized persons & the materials shall be brought inside the port area & shall be recorded on the register & jointly signed & kept in the custody of in-charge of the departmental representative only. The Materials brought shall be kept in one store except brooms & other equipments & one key shall be kept with departmental representative. The stock will be verified at any given time & at the end of every month the balance stock if any remains in the store shall be intimated & recorded.

13. Any shortfall of material brought by the contractor will be recovered at the market price of such materials. Also necessary deductions will be made in quoted rates for non utilization or under-utilization of such materials for cleaning.
14. The monthly labour payment shall be made in the presence of the J.E. Incharge failing which no bills will be processed.
15. List of materials to be utilized for housekeeping for one month.

Material for rest rooms/office floor and toilet cleaning for GCB areas(Minimum requirement)			
Sl. No.	Material	Unit	Quantity per Month
1	Harpic.	Ltr.	10.00
2	Naphthalene balls.	Kg.	2.00
3	Phenol.	Ltr.	50.00
4	Hyd.acid.	Ltr.	8.00
5	Detergent/Vim/Biz.	Kgs.	5.00

16. The contractor shall bring the equipments like scrubbers, mops, toilet brush, brooms, cloth dusters, gunny bags, buckets, plastic holding collectors, choke up removers etc., as and when required.
17. The following record shall be maintained:
 - 1) Muster Roll.
 - 2) Register of wages.
 - 3) Wage slip to all the labourers.
 - 4) Material Register (stating total received, daily consumption & balance.
 - 5) Complaint registers.
 - 6) Site instruction book.
18. The Tenderer`s supervisory staff shall be fully experienced in this type of work and all safety precautions should be taken and the work will to be carried out under their supervision.
19. The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.
20. The contractor shall mention the cell nos. of the contractor and their authorized supervisors below for immediate communication
 1. _____
 2. _____

- 21(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 construction of the works and are also covered during the period of Maintenance for loss or damage arising from a cause occurring prior to the commencement of the period of Maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause 45 of G.C.C. (Vol.I).
- (i) The Works and the Temporary Works to the full value of such works executed from time to time.
 - (ii) The materials for cleaning, and any other Plant and other things brought on to the site by the contractor to the full value of such materials and other things.
- 21(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.
- 22(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).
- 22 (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.
23. 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.

24. 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.
25. 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.
26. 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.
27. **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.

28. **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.

29. **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 Assistant.

Note: If the contractor fails to issue uniform within a period of one month from the date of commencement of the work, monthly deduction of Rs. 1000/- will be made till the date of issue of uniforms to his staff.

30. **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.

31. 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.
32. 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 on payment of necessary fees as prescribed from time to time and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
33. 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.
34. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/ store /labour hutment's required in the contract works. Licence fees on Port land for maintenance office buildings and other structures at Mormugao Headland Sada slopes and Baina will be charged as per prevailing scale of rates during the contract period as fixed by finance department and payment for the same shall be made to CDC section of finance department and copy of receipt shall be attached along with contractors running & final bill.
35. The portion of Security Deposit due for refund in accordance with the Conditions of Contract, after physical completion of the work, will not be refunded except with the prior permission of the Chief Engineer, unless and until contractor submit the final bill based on joint measurements.
36. **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.
37. All the works should be executed during the day time. In case the contractor wishes to continue work in the night, he has to adhere to clause no. 42 of Vol-I of tender document subject to agreeing to bear the cost of overtime of Engineer and supervisory staff. And all arrangements of suitable .

38. **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.

39. 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.

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

40. **Labour deployment:** Tenderer 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.

41 **MODE OF PAYMENT :**

The procedure for preparation and settlement of contractor's bills is as under subject to submission of bill in quadruplet with the Engineer's certification:

- (i) Minimum amount of Interim Certificate shall be bill for one month. 100% bill will be paid within 20 working days.
- (iii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealings with the Mormugao Port Trust.
- (iv) **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.

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

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

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

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

43. 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.
44. Service Tax registration for the bidder is mandatory. Bidder has to enclose attested copy of Service Tax Registration along with the tender. Service Tax has to be claimed extra as applicable while submitting the bill/bills.

CHIEF ENGINEER



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MORMUGAO PORT TRUST

ENGINEERING (CIVIL) DEPARTMENT

SCHEDULE – `A`

The Tenderer shall list below Key Personnel and give short resume of their experience together with estimated peak and average labour force that he proposes to employ on the contract.

ORGANISATION CHART

<u>Designation of Key Personnel</u>	<u>Name and short resume of experience.</u>
---	---

LABOUR FORCE

Estimated peak force _____

Estimated average force _____

SIGNATURE OF TENDERER

Date :- -----



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TENDER NO: CE/66/2017

Name of Work: “Housekeeping of office building and other structures at GCB area for the year 2017-18.”

SCOPE OF WORK

1. Cleaning of W.C’s, wash basins, urinals, bathrooms etc. in the toilet blocks, wash places in canteen / sheds and office premises, drinking water points Twice a day and cleaning of staircase, corridor, lobbies and office area once in a day.
2. Cleaning septic tanks and inspection chambers.
3. Cleaning of soak pits.

CHIEF ENGINEER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO: CE/66/2017

Name of Work: "Housekeeping of office building and other structures at GCB area for the year 2017-18."

SCHEDULE-C

ESTATE RENTAL CHARGES

Sr. No.	Description	Rate		Remarks
		Rs.	Ps.	
1.	Licence fees on Port land for maintenance office buildings and other structures.	Rate will be charged as per scale of rates prevailing during period of contract.		At suitable location subject to availability and to be decided by the Chief Engineer.
2.	Licence fees on Port land for maintenance office buildings and other structures including labour huts. (Refer relevant clause in the Additional Special Instructions).	As per the prevailing rates.		At suitable location subject to availability and to be decided by the Chief Engineer.

NOTE :Rate per 10 sq.m. or part thereof per calendar month or part thereof.

SIGNATURE OF THE TENDERER

CHIEF ENGINEER

LIST OF STRUCTURES TO BE CLEANED

	GCB AREA
1	GCB Building
2	Old and new office at gate No.9
3	T1 shed toilets(as and when required)
4	Drinking water points
5	Port Users Cabin at berth No.10(as and when required)
6	Old power house shed toilet and pump operators room
7	Railway Panel Room
8	T2 shed toilet and office (as and when required)
9	PUC building near old power house(as and when required)

Note: Any additional toilets/ office area, if required to be cleaned in GCB area during the contract period, are to be cleaned by the contractor as directed without any additional payment.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

APPENDIX - I

Tender no. CE/66/2017

**Name of Work: “Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

This shall be read in conjunction with Clauses of General Conditions (G.C.) of
Vol-I of Tender Documents.

S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD to be converted to S.D .
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	3 days
3.	Time of Completion	-----	12 (Twelve) months.
4.	Amount of liquidated damages.	-----	Calculated at 0.5% value of the contract per week of seven days, or part thereof subject to a ceiling of 5% value of the contract.
5.	Period of maintenance.	-----	Not applicable
6.	Percentage of retention from each running account bill	-----	10%. For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total 1 Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract recovered from the running bills.
9.	Minimum amount of interim Certificate.	-----	Not applicable. Monthly payment
10.	Time within which payment to be made after contractor’s submission of the bill.	54(1)	100% payment within 20 days of recording measurements and submission of bill in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.

11.	Mobilization advance	69	Not applicable to this contract.
12.	Interest rate on Mobilization advance	69	Not applicable to this contract.
13.	Mode of recovery of Mobilization advance	69	Not applicable to this contract
14.	Variation in price of labour and materials	70	Not applicable to this contract
15.	Arbitration	66	Not applicable to this contract
16.	Minimum amount of third party insurance	Clause No. 6 to 9 of Addl. General Conditions of Contract	Not applicable to this contract

Dated this _____ day of _____ 2017.

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

TENDER NO: CE/66/2017

Name of work: **“Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

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

1. Tenderers are required to fill in their 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.
2. The Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule should be noted and the rate worked out carefully, having regard to the specifications before submitting the tender, as no variation in rates, etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted.
4. The Rate should be legibly written in figures as well as in words, in the space provided for. Erasures or corrections in figures or in words, without Tenderer's initials, will render the tender liable for rejection.

CHIEF ENGINEER



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**MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT**

Name of work: **“Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

TENDER NO. CE/66/2017

SCHEDULE OF QUANTITIES AND RATES

Item No.	Description of work	Approx. quantity	Unit of quantity in words	Rate in fig./words	Amount Rs. Ps.
1	House-keeping of structures,(as per Annexure-I) including all the W.C.'s, urinals, wash basin etc. in the toilet blocks by scrubbing using vim powder etc. including removal of stains if any by using dilute HCL/Harpic including disinfecting with phenol of approved make in the proportion specified by the manufacturer, including providing naphthalene balls 3 nos. in urinals & 1 no. in wash basin and replacing the same every fortnightly, including removal of choke ups in wash basins, urinals, W.C.s, sewage chambers etc. including cleaning of other areas of the structures such as staircase, corridor, lobby, offices, , removal of cobwebs, surrounding area of the buildings etc. by sweeping and mopping up using phenol of approved make in the proportion as stated				

	<p>above including disposal of the swept material to the nearest dust bin etc. All labour & material etc. complete. Note: The toilets are to be cleaned twice a day and other areas such as staircase, lobby, corridors, offices, restrooms, GCB canteen, surrounding area of the building to be cleaned once in a day. All fans to be cleaned once in a month. Cleaning of walls/ceiling of offices, rest rooms etc., shall be carried out fortnightly.</p>	12	Month		
2	<p>Cleaning of the septic tanks & inspection chambers of sludge and other waste material collected including transporting the sludge & other waste materials outside the MPT area using night soil tanker(6m³ capacity), making the area clean including lifting the cover slabs & placing them back in position after the removal of choke up making them airtight with C.M. 1:5 proportion etc. All labour material, T&P etc. complete. One trip of night soil tanker shall be considered as one Number.</p>	5	Number		

3	Cleaning of soak pits of laterite boulders & refilling the same including supplying & filling new boulders of porous nature as approved by the department if required including removal of any choke ups in the pipeline connecting to the septic tank / drain etc. cleaning the area including lifting of RCC/G.I. covers and replacing back in position after cleaning operation and making them airtight with C.M.1:5 proportion etc. All labour & material, T&P etc. complete.	5	Number		
---	--	---	--------	--	--

Total amount in figures= Rs. _____

Total amount in

words(Rupees _____
 _____ only)

It is certified that I/we have written the unit rates in figures and words.

Name and Address of the Tenderer

SIGNATURE OF TENDERER

Date:- _____

Place:- _____



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Annexure

Form of Performance guarantee / Bank guarantee bond.

[Reference para 21.1(1)(V)]

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

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

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

performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Engineer-in-charge on behalf of the Board, it certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.

5. We..... further agree with the Board that the Board (indicate the name of the Bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers excisable by the Board against the said contractor(s), and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.
8. This Guarantee shall be valid up tounless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.....(Rupees.....), and unless a claim in writing is lodged with us within two months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated the.....day of
.....for
.....

(indicate the name of the Bank)



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MORMUGAO PORT TRUST
ENGINEERING CIVIL DEPARTMENT

**Name of work: “Housekeeping of office building and other structures
at GCB area for the year 2017-18.”**

DECLARATION

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

Signature of Tenderer.

VENDOR REGISTRATION FORM

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

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

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