



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-28 /2018

Sealed item rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of “Cleaning toilets of various office building at Baina and Port Institute at Vasco for a period of one year (2018-2019)”

Cost of quotation	: Rs.500/-
Earnest Money Deposit	: Rs.9,000/-
Estimated cost of work	: Rs.4,04,748/-
Contract period	: 12 months

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from. **23 /07/2018 to 03/08/2018**, Volume I comprising of Instruction to Tenderers, General and Special Conditions, General Specifications etc. of Mormugao Port Trust will be considered as part of Quotation Form.

GST registration for the bidder is mandatory. Bidder has to enclose attested copy of the GST Registration along with the quotation. GST has to be claimed extra as applicable while submitting the bill/bills. Tenderer should comply with all regulations of EPF, ESI, ALC, etc. No bill will be forwarded if the above regulations are not followed.

Quotation shall be accompanied by Earnest Money Deposit of **Rs.9,000/-** either deposited with FA&CAO Mormugao Port Trust in Cash or enclosed Demand draft. Quotation without Earnest Money Deposit in the stipulated form will not be considered.

The interested firms may alternatively download the Quotation Document from the Mormugao Port Trust web site <http://www.mptgoa.com>. However, following separate sealed envelope should be submitted.

1. Sealed cover super scribed ‘**Tender Cost**’ and ‘**Earnest Money Deposit**’ containing a Demand Draft/ Bankers Cheque drawn in the name of “FA & CAO of the Port of Mormugao” towards the cost of Tender document & EMD
2. Sealed cover containing the downloaded quotation Document duly filled.

Incase quotation without EMD and not submitted the covers as suggested above the offer of the firm will be left out of consideration. The downloading of the Quotation Documents shall be carried out strictly as provided on website. No editing, addition/deletion of matter shall be permitted. If such action is observed at any stage, such offer is liable for outright rejection.

A printed set vol-I issued to the contractor contains instructions to the Tenderers, General and Special Conditions of Contract, General specifications forms an integral part of the Tender Documents.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by **15.00** hours on **03/08/2018**, and they will be opened at **15.30** hours on the same day in the presence of such quoters as may wish to be present.

The Port Trust reserves the right to reject any or all the quotations without assigning any reasons thereof.

CHIEFENGINEER

Headland Sada.

Date :-



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Q.NO . CE/28/2018

Name of work: “.Cleaning toilets of various office building at Baina and Port Institute at Vasco for a period of one years (2018-2019).”

FORM OF TENDER

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

I/We _____ do hereby offer to execute the work comprised in the annexed Tender Notice ““Cleaning toilets of various office building at Baina and Port Institute at Vasco for a period of one years (2018-2019)..” in strict accordance with the instructions to Tenderers, General conditions of Contract, Specifications 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 one year from the date of receipt of first specific purchase order/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.

3. I/We send herewith a sum of Rs.9,000/- (Rupees Nine Thousand nine only) as a deposit or 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 the Security Deposit and to recover the retention money @ 10 % of the value of work from the bills which shall be considered as security deposit,

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

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.

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

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

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 ".

18. I /we have enclosed herewith the following documents as required under instructions to Tenderers:-

- a) Organization Chart.
- b) List of similar works carried out by me/us.
- c) List and description of main plant and equipments proposed to be used on this work.

NAME AND ADDRESS OF TENDERER:-

SIGNATURE OF TENDERER

Witness: - _____

Date: _____ Day of _____ 2018

Witness: - _____

Witness: - _____

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

QUOTATION NO. CE/Q- 28 /2018

APPENDIX – I

Name of work: “Cleaning toilets of various office building at Baina and Port Institute at Vasco for a period of one years (2018-2019).”

Particulars		Clause of G.C.	
S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD to be converted to SD and till defect liability period if applicable.
2.	Period for commencement from the Chief Engineer’s orders to commence.	-----	7 days or as specified in the Purchase Order.
3.	Contract period	-----	12 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.	Free Period of maintenance.	-----	Not applicable
6.	Percentage of retention from each running account bill	-----	10%.of work done For each running bill.
7.	Limit of Retention Money	-----	10% value of the contract.
8.	Total Security Deposit and Retention Money.	-----	EMD Plus 10% value of the contract. Both will be released only after successful completion of maintenance period .
9.	Minimum amount of interim Certificate.	-----	Rs.1,00,000/-

10.	Time within which payment to be made after contractor's submission of the bill.	54(1)	100% payment within 5 days of submission of undisputed joint measurement recorded bill and in quadruplicate after obtaining signature of JE/EA and AEN/AXEN concerned (2 copies to Head Office) with all supporting documents.
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SIGNATURE OF THE QUOTER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 28/2018

Name of Work: “Cleaning toilets of various office building at Baina and port Institute at Vasco for a period of one years (2018-2019)..”

ADDITIONAL SPECIAL INSTRUCTIONS

The work shall be carried without disturbing the operation of Port or other agencies working in the area.

1. All materials bought for use shall be stored properly in a store room, Register of account of materials to be maintained at site.
2. The Plant/machinery/craft and workman shall be insured during the work and receipts of payment made towards premiums shall be submitted to the Chief Engineer.
3. The Plant/machinery required during the maintenance period shall be arranged by the contractor during the maintenance period at his own cost.
4. The Quoter shall also assess and include the cost of materials, labour, tools and plant and machinery/equipment for the maintenance works that may be required to be carried out by him during the free maintenance period.
5. Quoters are advised to go through the Schedule of Quantities and Rates and sequence of work before submission of the tender. They are also advised to inspect the site, ascertain for themselves the nature and the extent of work involved and also obtain all clarifications they may require before filling in the tender.

6. Quoters are required to sign with date the Schedule of quantities and Rates and the form of Quotation and fill in all the particulars and details called for therein. Unsigned quotations, without the details called for are liable for rejection.

7. 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. Payments will be made according to the actual quantities of work ordered and carried out, jointly measured by the representative of Chief Engineer and the contractor.

8. 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, labour of required skill, supervision, materials, erection, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, including sales tax on works contracts, VAT, etc. if any, for compliance with conditions of contract and specification.

- 9 The specifications are intended to cover the execution of all works, necessary to complete the works, with all materials of accepted standards, as specified in the contract.

- 10 Material and Brand

The contractor shall take necessary approval of all materials to be used in the work.

11. The contractor should deploy a supervisor for co-ordination and supervision of the work in his absence.

12. Method of measurement

General

Unless stated or billed otherwise, all quantities shall be `net` as they finished and provided in the work. The rates and prices shall include all allowances towards wastage of materials required for use in the work.

13. The quoters 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.

14. Contract period for the subject is **12 months** as specified in the schedule. The Quoter shall also submit detailed programme for the timely completion of work giving details of gangs/labour/material supply/plant and machinery etc. taking into account the limited time schedule provided.
15. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.
16. The contractor shall insure all tools and accessories to workers employed by him during execution of work and submit necessary insurance policies to the Department.
17. It shall be specifically noted that the contractor is expected to mobilize the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.
18. As a statutory requirement, the contractor shall take all measures of safety against fire hazard and electrocution at site as follows:-
 - a) All temporary electric supply connections will be carried out with correct sizes of wires/cables and fuses and other safety devices as required under Electricity Rules in consultation with us.
 - b) One bucket full of water and sand shall be kept at the work spot. A Portable fire extinguisher shall also be kept at the work spot.
19. Quotations with conditions will be out rightly rejected.
20. The Quoter shall inspect the site and fully study the work involved vis-à-vis the quantity and specifications etc. before quoting for the work.
21. Any damage to the property of Port should be made good or compensated by the contractor.
22. After completion of days work/contract period the contractor shall clean, Clear the work site to the satisfaction of the Chief Engineer or his site Representative.
23. 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, (in the printed booklet) in 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.

24. 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`

25. All applications for issuance of Photo Identity Card 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 agent at free of cost and the same shall be valid for the Duration of the contract.

26. Hot work permit will have to be obtained whenever required as directed.

27. 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.

28. "The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on goods/Services in the price bid "

29. **a. Security Deposit:** EMD deposited along with the tender will be Converted as Security deposit

b. 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.

c. 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.

30. Unregistered Vendors under **GST** has to submit Declaration that GST is not applicable to them, due to turnover of their firm being less than 20 Lakhs.

31. The contractors shall bring the equipments like scrubbers, mops, toilets, pole for removing cobwebs, dusters, all type of brushes washing toilets etc.

32. The areas to be covered are work shown below

Area to be cleaned.	No. of floors.	No. of toilet blocks.

Work shop area.	Gr. Floor only.	W.C-10, Urinal-10, W.B-11, and Drinking Water places -5.
MM's areas. Ground floor	Gr floor	W.C-2, Urinal-1, W.B-2, and Drinking Water places -1.
V2 -Shed	Gr+1	W.C3, Urinal-1, W.B - 3.Drinking Water places -1.
AEN/RLY	Gr. Floor only.	W.C-1 W.B-1
Loco Restroom.	Gr. Floor only.	W.C-2,W.B-2
Port Institute.	Gr. Floor only..	W.C-6, Urinal-3, W.B-3 Drinking water place-2.

33. List of minimum requirement of materials to be utilized for Cleaning toilets of various office building at Baina and port Institute at Vasco for a period of one year

Sr. No	Particulars	Quantity	Multiplication factor	Quantity for one year	Remarks
1	Odopic powder – 1 kg pack	5	12	60	Monthly
2	Harpic - 500 ml	10	12	120	Monthly
3	Phynyle 1 ltr.	15	12	180	Monthly
4	Naphthaline balls 1 kg	2	12	24	monthly
5	Hydrochloric Acid lit	10	12	120	Monthly
6	Wash basin brush	4	2	8	once in 6 months
7	Broom (soft)	3	3	9	once in four months
8	Broom (Hard))	3	3	9	once in four months
9	Plastic dust collecting scoop	6	1	6	once in year
10	Buckets	10	1	10	Once in one year
11	Toilet brush	4	2	8	Once in six months
12	Plastic mugs	4	2	8	once in six months

13	Cloth Duster,gunny bags , mops etc				As per requirement
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34. 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-utilisation of such materials for cleaning.
35. The work has to be carried out from 8.00 hrs. To 13.00 hrs. 14.00 hrs.to 17.00 hrs in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office. Removal of choke-ups & cleaning of chambers has to be carried out any time on call without any additional payments.

Providing Mobile to labour deployed.

36. The contractor should provide mobile numbers of his and the staff employed for the cleaning works for better communications. Also if there is any change in the numbers given for communication it should be intimated to this office without any delay
37. 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 the contractor. 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.
38. It may be noted that the Port extends exemption while participating in port tenders for payment of EMD / Bid Security to Small Scale Industries (SSI) /micro, Small & Medium Enterprises (MSME), provided proper proof is furnished to avail the concessions.

The declaration of the UAM number by the MSE (Micro, Small and medium) bidders by the concerned vendor on the Central Public Procurement Portal (CPPP) is mandatory, for availing the benefits as per PP policy for MSME's order, 2012.

Chief Engineer

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
QUOTATION NO. CE/Q -28 /2018

Name of Work: : “Cleaning toilets of various office building at Baina and port Institute at Vasco for a period of one years (2018-2019).”

SCOPE OF WORK

1. Deployment of **Minimum 2 Nos. of labours** per day.
2. Cleaning, washing, wiping of floors, staircase, Staircase railings, passage, window sills, glass panes, doors, windows, carpets, cement/steel grills, dustbins, all furniture i.e. table, chair etc with wet and dry cloths and remove entire dirt, removal of cobwebs etc.Sweeping/brooming **at least twice a week.**
3. Cleaning the floor with detergent and using scrubber wiping with wet and dry clothes to remove entire dirt **at least twice a week.**
4. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dadoo with detergent powder like Vim, Biz, Harpic ,odapic, phenol, removal of stains using Hydrochloric Acid, placing minimum 2 nos. of naphthalene balls in urinal, basin etc., removing of cob webs cleaning ventilators, walls etc. **at least twice a day**
5. Cleaning of, soak pits/filling with necessary boulders including lifting the cover slabs and replacing in position after the cleaning, making them airtight with c.m.1:5 proportion including removal of night soil and other waste materials collected, transporting the sludge/ night soil & other waste materials outside the MPT areas **as and when directed.**
6. Providing safety equipments like Gum boots, Gloves & uniforms to all the workers etc.
7. **Recovery** will be effected on quoted amount for the particular building for a particular day (worked on pro-rata basis) if house keeping of particular structure is not carried out satisfactorily.
8. Also recovery /deduction will be effected for the building or structure for the dismantled /discontinued building on quoted amount for a particular day/month (worked on pro-rata basis on the materials supposed to be consumed for that particular building. While considering deduction labour factor will not be considered.

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT
 QUOTATION NO. CE/Q- 28 /2018

Name of Work: “Cleaning toilets of various office building at Baina and port Institute at Vasco for a period of one years (2018-2019).”

SCHEDULE OF QUANTITIES AND RATES

Sr. No.	Description of work	Apprx. Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5. 6.	7.
1	Cleaning of toilets and floors, urinals and floors, washbasins, drinking water points of Workshop, MM's office Ground Floor, AXEN/VSG office, Loco shed rest room, AXEN (Rly) office and port Institute on daily between 8.00 hrs to 13.00 hrs & 14.00 to 17.00hrs), cleaning the floors of the above office premises, including stairs case & passage by sweeping /mopping etc as detailed in scope of work using black phenol, scrubbing using Vim/Sanifresh including removal of stains using hydrochloric Acid putting minimum 2 nos of Naphthalene balls in all the urinals &2 nos in Wash basin, removal of cobwebs, Cleaning of windows ventilators glass panes doors Grills Stairs case railing etc. Cleaning of the drinking water points centers & wash places cum Water points by using detergent powders like Vim /Biz Harpic. including All tools, plants, labour, materials etc complete.	12	Months		

2	Cleaning of the soak pits of laterite boulders & refilling the same including supplying & filling new boulders of porous nature as approved by the department including removal of any choke ups & cleaning the pipe leading to the pit, transporting the waste materials outside the MPT areas as suggested, making the area clean including lifting the/M.S/ G.I. /R.C.C. Sheet cover & placing them back in position after cleaning of the area, making them air tight with c.m. 1:5 proportion, etc. All Tools & Plants , labour & material, etc complete.(rate for each occasion)	4	Occasion		
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Total amount in figures Rs. _____

Total amount in words (Rupees _____ only)

including all taxes but excluding GST

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

Name & Address of Quoter

SIGNATURE OF THE QUOTER

Date: _____

Place: _____

VENDOR REGISTRATION FORM

1. Name of the Organization : _____
2. Address (In Detail) : _____
3. Telephone Number : _____
4. E-Mail Id : _____
5. Permanent Account Number (PAN) : _____
6. Bank Name : - _____
7. Bank Branch Address (In Detail) : _____
8. Bank Branch Code : _____
9. Bank Account Number : _____
10. Bank Account Type : _____
11. Magnetic Ink Character Recognizer (MICR) : _____
12. Tax Identification Number (TIN) : _____
13. **GST** Registration Number : _____
14. **GST** Registration no. : _____
15. CST Registration Number : _____
16. Employee Provident Fund (EPF) Registration Number : _____
17. Employee State Insurance Scheme (ESIS) Registration Number : _____
18. IFSC Code : _____

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

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

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

Place

Date

Signature

(Name: _____)