



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-02/2021

Sealed item rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of “**Supply of labour for watering of trees/plants in GCB/MOHP area.**”

Cost of quotation	: Free of cost
Earnest Money Deposit	: Rs.1,550/- (exempted for MSME units)
Estimated cost of work	: Rs. 77,625/-
Time limit of completion	: 05 (Five) Months (excluding monsoon period)

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **02/01/2021 to 08/01/2021**, on payment of free of cost 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. 1,550/- (exempted for MSME units)** 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 Tender Document from the Mormugao Port Trust web site <http://www.mptgoa.com>. 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 **08/01/2021**, and 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.

CHIEF ENGINEER

Headland Sada.

Date :-



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 02/2021

APPENDIX – I

Name of work: “Supply of labour for watering of trees/plants in GCB/MOHP area.”

Particulars		Clause of G.C.	
S.N.	Particulars	Clause of G. C.	Details
1.	Amount of Security Deposit and time	-----	EMD will be retained as Security till the Maintenance period is successfully completed
2.	Period for commencement from the Chief Engineer's orders to commence.	-----	3 days
3.	Time of Completion	-----	05 (Five) Months(excluding Monsoon)
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.	-----	NA
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.	-----	Full and Final bill.
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.

SIGNATURE OF THE QUOTER



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 02/2021

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP area."

ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried without disturbing the operation of Port or other agencies working in the area.
2. All materials bought for use shall be stored properly in a store room, Register of account of materials to be maintained at site.
3. 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.
4. The Plant/machinery required during the maintenance period shall be arranged by the contractor during the maintenance period at his own cost.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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, GST 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.

11. 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.

12. 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.

13. Time is the essence of contract and the entire work should be completed in **05 (Five) months(excluding monsoon)** 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.

14. The Contractor`s supervisory staff shall be fully experienced in the type of work to be carried out under their supervision.

15. 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.

16. It shall be specifically noted that the contractor is expected to mobilise the required equipments and work force required to complete the entire work included in the contract well within the stipulated period.

17. 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.

18. Quotations with conditions will be out rightly rejected.

19. 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.
20. Any damage to the property of Port should be made good or compensated by the contractor.
21. 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.
22. 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.
23. 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`
24. 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..
25. Hot work permit will have to be obtained whenever required as directed.
26. 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.
27. ***“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”***
28. **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.
29. Unregistered Venders under **GST** has to submit Declaration that GST is not applicable to them, due to turnover of their firm being less than 20 Lakhs.

Chief Engineer



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q 02/2021

Name of Work:“Supply of labour for watering of trees/plants in GCB/MOHP area.”

SCOPE OF WORK

1. Supply of labour for watering of tree/plants in GCB/MOHP area.



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

QUOTATION NO. CE/Q- 02/2021

Name of Work: "Supply of labour for watering of trees/plants in GCB/MOHP area."

SCHEDULE OF QUANTITIES AND RATES

Sr. No.	Description of work	Approx. Qty.	Unit of Qty. in words	Rate in Fig/ words	Amount Rs. Ps.
1.	2.	3.	4.	5. 6.	7.
1	Supply of labour for watering tree/plants at various locations in GCB/MOHP areas. All tools, plant, labour, etc., complete. Note: Water will be supplied by department free of cost from the nearest water source.	125	Number		

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/LP/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 Levy 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.gov.in anant.chodnekar@mptgoa.gov.in	

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

Place
Date

(Name: _____ Signature _____)

APPENDIX-XIV

To be submitted on Non-Judicial Stamp Paper value of Rs.20/- and to be uploaded along with Technical Bid)

DECLARATION (For MSE Units only)

I, -----on behalf of M/s. -----in the capacity of----- (position) hereby declare that —

1. Our MSE Unit(s) is/are availing benefits extended by MSME, Government of India to Micro and Small Enterprises (MSEs) for the work of "-----

----- " invited vide E- Tender Ref. No.:-----

2. Our MSE Unit(s) has/have not been awarded any Work/Supply under MSME benefit during the current financial year.

OR

Our MSE Unit(s) has/have been awarded Work/Supply for a total value of Rs. -----

(Rupees-----only) under MSME benefits as on date and same Work(s)/ Supply is/are "in hand (progress)/ Incomplete" during the current financial year. Further we confirm that the value of Work(s)/Supply is/are in hand (awarded under MSME benefits) during the financial year plus estimated cost of this tender has not crossed the "Monetary Limit" mentioned in NSIC Certificate.

3. Our firm is participating in this tender under "MSE Unit".

NOTE: Strike out the conditions in (2) whichever is not applicable. Decision on any discrepancy in this "**DECLARATION**" shall be at the discretion of MPT and shall be final and binding.

-----Date:

Signature of Bidder/
Authorized Signatory
(With Company Seal)

ATTESTED BY NOTARY PUBLIC

APPENDIX - XV

(To be submitted on Company letter head)

DECLARATION & UNDERTAKING BY MICRO & SMALL SCALE ENTERPRISES

SI. No.	Particulars	Details
1	Is your organization Proprietary/ Partnership/Private Limited Companies/Public Limited Company/Others	-----
2	Micro/Small/Medium scale Industry/ other? (Please tick mark appropriate box If bidder is Start-up & MSE, then please tick mark both)	Micro Small Scale Medium Others
3	Whether Manufacturer for the tendered Items (Supply)/ Service Provider for the tendered services as per MSE certification (Please tick mark the appropriate)	Manufacturer for supply items Service Provider for services Trader/Reseller/Au thorized agent/distributor Non MSE Bidder
4	In case you belong to Micro/Small/Medium Scale Enterprises , whether you are registered under SC/ST Category (Please tick mark the appropriate).	Yes/No If Yes SC/ST
5	In case you belong to Micro/Small/Medium Scale Enterprises whether special provision for MSEs owned by Women claimed. •	Yes/No

A) CATEGORISATION OF MSE/SC-ST/WOMEN VENDORS

1. In case of Micro/Small/Medium scale Enterprises, kindly attach Registration Certificate Issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgement.

2. SC/ST and Women entrepreneurs registered under MSEs need to submit valid Documentary evidence.

B) DECLARATION IN CASE OF MSE BIDDERS/START UP-COMPANIES

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs)/Start-ups, we hereby declare as under;

- a) We are a Micro/Small Enterprise, as on bid closing date of this tender.
- b) We are a Manufacturers of the quoted supply item(s)/services provider for quoted services and valid MSE certificate submitted by us is authentic & valid as on bid closings date of this tender.
- c) We are a start -up company and we are enclosing copy of certificate of recognition issued by the department of industrial policy and Promotion, Ministry of commerce & Industry ,Govt. of India.

We declare the above details are true .In case any of the details are found to be false/untrue ,our offers will be liable for rejection /cancellation of order /subjected to appropriate action as per tender terms &Conditions.

Authorized Signatory
(With company Seal & Signature)

APPENDIX - XVI

(To be executed on Rs 20/-Non Judicial Stamp Paper duly notarized)

Affidavit for Payment of Minimum Wages

-----Name),aged-----years, S/O-----

------(Name),Proprietor/Managing Partner/Managing Director of------(Name of the Agency) do hereby solemnly affirm and state as follows:

1) I am competent to swear this affidavit on behalf of (Name of the Agency). I state that the wages to be paid to the workers engaged **shall not be less than the minimum wages** determined by appropriate Govt. Authority from time to time. Similarly, Provision of Provident Fund accounts are a legal obligation under the Contract Labour (Regulation and obligation) Act, 1970.

2) I shall be complied with the provisions of contract labour(Regular and Abolition) Act of 1970 and contract labour(Regular and Abolition) central rules 1971and **Minimum Wages Act &** rules thereof Central and State Governments and will maintain the records as per the provisions made therein. In case of non-compliance of above labour regulations, claim for bills will not be entertained and also indemnify MPT from all such claims in future.

3) I shall be responsible for the safety & security of the workmen engaged by me and accordingly, I have made provisions for suitable insurance coverage and no extra claim shall be asked for the same from MPT.

4) I shall be complied to deposit the monthly wages of the employee in direct the particulars bank account in form of cash deposit or by e-payment only, as well as a true copy of the same (monthly payment details to the employee) shall have to be made available at the office of work incharge within 02 working days.

If not so necessary action shall be taken by the competent authority against me/ agency.

5) In case of gross violation of the above terms and condition, I shall be black listed at the discretion of the department and will be debarred from participating in bids for all future tender invited by MPT

Dated this, the----- day of----- month-----Years.

PLACE:

DATE:

Affidavit to be given on Non-Judicial stamp paper of Rs. 20/-duly notarized for GST undertaking

(To be submitted along with Technical Bid)

AFFIDAVIT

I----- (Name), aged-----years, s/o-----

----- (Name), Proprietor/ Managing Partner/ Managing Director

of----- (Name of the Agency) do hereby solemnly affirm and state as follows:

I am competent to swear this affidavit on behalf of-----

(Name of agency).

1. I am registered under GST and compliant of GST provision.
2. In case of non-compliance of GST provisions and blockage of any input Credit, I shall be responsible to indemnify MPT.
3. That all input credits have been passed on to MPT by me.

Dated this, the-----day of-----month----- year.

Place:

Date: