



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

FACE SHEET TO ACCOMPANY THE TENDER DOCUMENTS

- A. 1. Name and full address of the 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 authorising issue of the tender Documents. :
4. Date of issue of Tender Documents. :

SIGNATURE OF AXEN/ACCTS

- B.1. Name of work : Maintenance of garden, lawn and entire landscaping for a
period of two years at Deepvihar Secondary School and HOD's
Enclave at Headland.(2016-2018)
2. Cost of each set of Tender Documents : Rs. 2,000/-
- 3 Cost of each set of Tender Documents : Rs. 2,000/-
3. Date and Issue of Tender Documents : From : 04/05/2016
To : 26/05/2016
4. Date of receipt of tender and time : 27/05/2016 upto
15.00 hrs
5. Amount of E.M.D. : Rs. 20,000/-
6. Date of opening of tender and time : On 27/05/2016 at
15.30 hrs hrs.
- 7 a) Whether E.M.D. received : Yes/No.
b) if so, in which shape : D.D./Cash Receipt
8. Form of contract : Item rate
9. Whether tender received in duplicate : Yes/No
10. Whether rates have been quoted in both : Yes/No.
the tenders in words and figures.
11. Total No. of Tenders received for the work:

AXEN/Accts

EXECUTIVE ENGINEER (HL)



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

GENERAL INDEX

1. Tender Notice
2. Tender Form
3. Appendix – I.
4. Additional Special Instructions
5. Directions to tenderers for filling in the Schedule of Quantities & Rates
6. Scope of work
7. Schedule of Quantities & Rates
8. Form of Bank Guarantee for EMD and Security Deposit.

NOTE :

1. Tenders are liable to be rejected if the amount/percentage variation is not written both in words and figures in the schedule of quantities and rates.
2. Tenders should be sealed with sealing wax/lac in addition to being closed by using gum. Tenders received without being so closed and sealed will not be opened but will be rejected outright.
3. EMD shall be paid in the form of DD or Cash and cash receipt obtained shall be enclosed along with the tender.

Headland, Sada (GOA)

EXECUTIVE ENGINEER (HL)



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40 /2016
Tender Notice No. CE/N-41 /2016

Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

Sealed Percentage Rate Tenders in Single Cover System are invited from the Contractors registered with M.P.T., P.W.D./C.P.W.D./Railway, Central /State Govt., GSIDC, etc. Unregistered Contractors having experience carrying out such works also can apply for tender subject to fulfilling the below condition at N. B. No. 8.

Sr. No.	Class of contractor eligible to tender.	Cost of tender document (non-refundable)	Estimated cost of work put to tender	Sale of tender documents From/To
	Name of the work	Earnest Money Deposit	Period of completion	Date of opening of tender
1.	Class `B-1` and above.	Rs. 2,000/-	Rs.11,87,004/-	04/05/2016 To 26/05/2016 At 3.00 p.m.
	Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland(2016-2018)	Rs. 20,000/-	24 months.	27/05/2016 up to 3.30 p.m.

N.B.

1. 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.2,000/- which sum will not be refunded. Additional set can be had on payment of Rs.2,000/- (Non-refundable), if desired.
2. The interested firms may alternatively download the Tender Documents from the Mormugao Port Trust web site <http://www.mptgoa.com> However, a separate sealed envelope super scribed 'Tender Cost' containing a Demand

Draft/ Banker's Cheque drawn in the name of "FA & CAO of the Port of Mormugao" towards the cost of tender document may be placed in the envelope containing the sealed offer submitted in the downloaded Tender Document, failing which the offer of the firm will be left out of consideration. The downloading of the Tender 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 contractors contains instructions to tenderers, General and Special Conditions of Contract, General Specifications and forms an integral part of the tender documents.

3. Tender documents will not be sent by Post or Courier Service.
4. The proposed work comprises of :-

Maintenance of garden, lawn and entire landscaping for a period of one year at Deepvihar Secondary School and HOD's Enclave at Headland.

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

5. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is **Rs.20,000/-** (Rupees twenty thousand only), and E.M.D should be lodged in the form of Bankers Cheque or Demand Draft or Pay Order drawn in favour of Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, payable at Vasco-Da-Gama, Goa is required to be enclosed along with the Tender. In any case, E.M.D. in the form of Cash/ Cheque will not be accepted.
 - a. The E.M.D should be put in a sealed envelope and marked as "EMD" and should be submitted along with the tender in a separate sealed envelope. The Sealed envelope containing the tender document and sealed envelope enclosing the EMD both shall bear the identifications like (i) Tender No. (ii) Description of works (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 and same is liable for rejection.
 - b. Bids if not accompanied with requisite EMD and in the manner described above shall be treated as invalid and shall not be opened.
 - C. E.M.D. of the Tenderers excepting first three lowest tenders will be refunded to Contractors. Contractors are requested to contact the Senior Assistant Secretary, Chief Engineer's Office. Main Administrative Office, Mormugao Port Trust for claiming such refund 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 this Port Trust.

- e. **EMD of the other tenders i.e. any two among the first three lowest Tenders 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.**
6. Security Deposit: 10% of the work done or value of contract, whichever is more.
- a) Amount to the extent of 5% of the value of contract to be paid in Cash or in the form of a Bank Guarantee at the time of acceptance of the tender, as initial Security Deposit.
 - b) The remaining 5% of Security Deposit to be deducted from the running account bills at 10% of each running bill till the entire security deposit of 5% of value of contract are recovered. However, the contractor will have the option to convert the Retention Money so deducted from the bills into acceptable Bank Guarantee (s) for like sum (s) at any stage (s) of the work.
 - c) The entire amount of 10% of the value of the contract may be paid in cash Demand Draft /Pay Order or in the form of Bank Guarantee at the time of acceptance of tender.

Note:

- i) The Bank Guarantee of 5% of the Contract Price as initial Security Deposit will be valid till the completion of the maintenance period plus 3 months.
- ii) The Retention Money of 5% of the contract Price will be released after successful completion of the work and after issue of Completion Certificate by the Chief Engineer.

iii) In case the tenderer desire to quote premium of cost of work put to tender more than 15%, the tenderer will have to give the rate analysis for any or all the item of work along with the tender.

7. Unregistered Contractors who desire to purchase the tender copy he/she will have to apply for registration and pay 100% of the registration fees. If after the scrutiny of his/her application he/she is found suitable for the class for which tenders are invited, his/her tender will be considered along with other tenders. Otherwise, his/her tender will be not considered.

8. Tenders submitted will remain open for acceptance for a period of 180 days from the date of opening of tenders.
9. The subject contract period is for **two** years from the date of receipt of pre-acceptance letter/work order or release of site **whichever** is later.
10. 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.
11. 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 delay 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.
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 Superintending Engineer-HL, Tel No: 2594605.
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 as sealed cover and super scribed 'Maintenance of garden, lawn and entire landscaping for a period of one year at Deepvihar Secondary School and HOD's Enclave at Headland. ' and should be addressed 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 kept inside the cabin of senior Assistant Secretary, Chief Engineer's office at Main A.O. Building, 2nd floor, Mormugao Port Trust up to 15.00 hrs. on due date and opened at 15.30 hrs. on the same date in the presence of such tenderers who may wish to be present.
16. The tenderers should specifically note that their OFFERS SHOULD REACH THIS OFFICE ON OR BEFORE THE DUE DATE AND TIME. OFFERS RECEIVED LATE WILL NOT BE CONSIDERED. TENDERS SENT BY POST WILL BE REJECTED.
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. Unsigned tenders will not be considered.

19. Income Tax, WCT, etc. as applicable from 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 the service Tax Registration certificate along with the tender. Service Tax has to be claimed extra as applicable while submitting the bills.
21. The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
22. The tenderers should strictly note that they should be not allowed to fill in the tender or seal the tender in Mormugao Port Trust premises.
23. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

CHIEF ENGINEER

Headland Sada, Goa
Date :



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at
Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

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 for "Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland." in strict accordance with the Instructions to Tenderers, Special Conditions of Contract, Specifications etc. at the Item Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake subject work for the contract period of 24 months from the date of receipt of work order or date mentioned therein. I/We also agree that this tender will remain open for acceptance until disposed off by the Trustees of Port of Mormugao. I/We have independently considered the question of the amount of loss or damage likely to result to the Trustees from the delay on my/our part in the performance of the contract and I/We agree that the liquidated damages at the rate of 0.5% of the contract price per week or part thereof delay in work subject to a maximum ceiling at 5% of the contract price represents a fair estimate of the loss likely to result from the delay.

3. I/We send herewith a sum of **Rs.20,000/- (Rupees twenty thousand 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 of balance amount and total at 5% of tendered value by Demand Draft/G.P. Notes/ Securities of Public Bodies/10 years defence certificates/Units from Unit Trust of India /by way of a Bank Guarantee, within fourteen 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 **5%** of the contract value 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 5% of the contract price is accumulated.

7. I/We hereby agree for deduction of 1% 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.

8. 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.

9. *(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.

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

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

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

13. 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.

14. "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 ".

15. 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) Bar Chart.
- d) List and description of main plant and equipments proposed to be used on this work.

Witness's

Signature _____ Signature _____

Name _____ Name _____

Address _____ Address _____

Tel. No. _____ Tel. No. _____

Hand Phone (Mobile No.) _____

Date: _____ Date _____

N.B. : Strike out whichever is not applicable.
Here the Name of the Bank should be stated



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40 /2016

APPENDIX-I

Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

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 Initial Security Deposit and time	11(1)	Five percent of the Contract price and period 30 Months.
2.	Period for commencement from the Chief Engineer's orders to commence.	38	With effect from 04/07/2016
3.	Time of Completion	40	24 (twenty four) Months.
4.	Amount of liquidated damages.	43	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.	45(1)	N.A.
6.	Percentage of retention from each running account bill	54(1)	10%. Also please refer Cl. No.5 of additional instructions to Tenderers
7.	Limit of Retention Money	54(1)	5% value of the contract.
8.	Total initial Security Deposit and Retention Money.	11(1) 54(1)	10% value of the contract.
9.	Minimum amount of interim Certificate.	54(1)	Rs.1,20,000/-
10.	Time within which payment to be made after contractor's submission of the bill.	54(4)	100% within 20 days of submission of bill in quadruplicate with Engineers certification.
11.	Mobilisation advance	69	Not applicable to this contract.
12.	Interest rate on Mobilization advance	69	Not applicable to this contract.

S.N.	Particulars	Clause of G. C.	Details
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. 13 to 16 of Special Instructions of Contract (Vol I)	5% of the tender amount

Dated this _____ day of _____ 2016

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

(IN BLOCK LETTERS)

Tenderer Name and Address: _____

Witness: _____

Occupation: _____

CHIEF ENGINEER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at
Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

ADDITIONAL SPECIAL INSTRUCTIONS

1. Proper and satisfactory maintenance and up-keep of garden and landscaped area including all lawns, plants, trees etc. within the specified premises is the essence of the contract and no let down will be permitted. Failure to fulfil this condition of satisfactory maintenance will attract non-payment / reduced payment of price quoted on proportionate basis to be decided by the Engineer in charge whose decision is final and binding. The contractor should deploy the minimum number of persons per day as specified. Failure to deploy such stated labour will be considered as breach of contract. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations.
2. a) Water required for the regular watering and maintenance of the garden will be supplied by the Port to the EXTENT POSSIBLE free of cost. All arrangements including pipe connections, the hose pipes, sprinklers etc. as may be required shall have to be arranged by the contractor at his cost. Watering shall be done daily in the early hours in the morning before 9.00 hrs. and in the evening after 4.00 P.M. or as per water availability.
2. b) Water is supplied to the garden to limited time therefore contractor shall make arrangement to provide storage facilities at his cost to store water for days requirements as and when released.
3. However, it shall be specially noted that in case of failure of supply of water from the Port due to any reason whatsoever, the contractor shall arrange to procure water in tanker or any other suitable transport and arrange for satisfactory watering. The cost of such transporting of water by tanker etc. shall be paid after producing the vouchers for the expenditure incurred.
4. The period from beginning of June to end of September is considered as rainy days and plantation work to be taken in this period. However, advantage shall not be taken in case of delay in the onset of monsoons and early receding of rain and watering shall be done sufficiently in the event of delay in the onset of monsoon or early receding of monsoon.

5. Cost of replacement/vacancy filling of seasonal and other flowering plants and trees shall be deemed as included in the price quoted against the items. However, special trees, plants etc. as required by the Port at any area shall be procured by the contractor and the cost shall be reimbursed as per actual on production of receipts.
6. The tenderer shall submit detailed programme of the daily routine works like watering, weeding etc. along with the tender.
7. Any damage to the Port property caused during the maintenance operation shall be made good or compensated the contractor.
8. Security deposit will be refunded one month after satisfactory completion of the maintenance and after issue of completion certificate by the Chief Engineer.
9. The tenderer shall inspect the site and fully study the nature of work involved vis-à-vis the quantity and specifications, before tendering for the work. Any clarification in this regard will be given, if required, prior to submission of tender.
10. The work shall be carried out without disturbing the operation of Port or other agencies working in the department.
11. The application of fertilizer, manure, FYM compost etc. shall be done as and when required or as directed.
12. If any conditions are to be stipulated by the tenderer the same should be written, put in a separate sealed cover and submitted super scribing the name of the work and name of the tenderer. If any conditions stipulated by the tenderer are found in single cover containing tender documents the same will not be considered and treated as withdrawn by the tenderer.
13. 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 volume – I of the tender documents 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.
14. The minimum staff should be deployed on all days except Sundays and national holidays such as Independence day/Republic day. However arrangement should be made to post the labour at worksite to do watering on these days also.
15. The list of the labours deployed for work shall be submitted to AXEN(HL-III) office at Headland indicating the name of workers. EPF & ESI Nos. on day to day basis.
16. Photo Identification card certified by the contractor to be provided to the workers deployed indicating their EPF nos. ESI Nos. etc. and colour copy of it is to be attached to list being submitted to AXEN (HL-III) office.

17. All types of taxes excluding Service tax to be included in the price quoted by the bidder.

18. Daily labour shall report 8.00 Hrs. to 13.00 Hrs. and 14.00Hrs to 17.00Hrs. and take up the gardening work and reporting late shall attract the penalty of Rs. 150/- per late attendance per each labour. Also a penalty will be levied @ Rs.300/- per labour & Rs. 400/- per malee for absenteeism of labour & malee respectively.

19. Pesticide should be done once a month or as and when directed by Chief Engineer or his representative.

20. Spraying of pesticides shall be done as and when directed and the cost of pesticides only shall be reimbursed as per actual on production of receipts.

21. The labour posted by the contractor should be able to take instructions from the concerned departmental staff to work at any other locations shown in the MPT areas as required.

22. If the garden maintenance is not carried satisfactorily or labours are not deployed properly by the contractor, proportionate deduction in the rate shall be effected in the respective bill.

23. The Contractor's supervisory staff shall be fully experienced in the type of work specified and same to be carried out under their supervision.

24. The Contractor is required to submit a certificate about the person employed by him so that he undertakes the complete responsibility on their activities when present in Port areas. The Contractor should also submit details of employees to verify their antecedents from Police/local authorities for security reasons.

25. 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. 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.

26. Bidders may submit the following information in order to refund the EMD's/Retention Money/BG's/Security Deposits, payment of bill, etc.

- a) Name of the Bank and Branch.
- b) Account No.
- c) Type of A/c. No.
- d) PAN No.
- e) EPF, ESI Number & Insurance Policy, if any.

27. Contractor should comply with all regulations of Provident Fund, ESI, labour etc. No bill will be forwarded for payment if the above regulations are not followed.

28. The Contractor shall maintain and update all records of labour employed for this work and produce the same to the Controlling Officer regularly and any other Competent Authority as and when required. The following minimum records shall be maintained:

- a) Muster roll.
- b) Register of Wages.
- c) Material Register (stating total received, daily consumption and balance).
- d) Site Instruction Book.
- e) Measurement register.
- f) Any other records to be maintained under various acts as applicable.

29. The contractor shall arrange to remove all weeded debris, dry leaves etc. from the premises and dump the same at Incinerator areas Bogda at least once in a week time.

30. Joint measurement will be taken on every month 1st working day along with contractor/Authorised representative for the earlier month work executed by the contractor. If the contractor/Authorised representative not reported on the joint measurement day (1st working day of the month) the measurement will be taken & recorded by the departmental representatives and payment will be made according to the joint measurement and no claims will be entertained on this.

31. Contractor should submit RA bills completed in all respect covering the value of work till February end by 10th of March. Thereafter bill covering the value of work for March end shall be submitted along with all relevant documents by 1st of April. In case the bills could not be processed on account of non compliance of the statutory requirements by the contractor, payments will be released only after contractor complies with all the norms and in such case penalty as applicable will be levied and adequate recoveries will be made from the bill.

32. In case the chief Engineer or his representative finds that the quality of the work is unsatisfactory during the progress of work remedial action including reduction of payment on pro-rata basis will be taken from the contractors running account bills.

33. Seasonal plants are to be planted in consultation with horticulturists or as directed.

34. Quoted price is inclusive of the expenditure of Horticulturists visits on once every three months and records of suggestions given by the Horticulturists has to be followed and failure which, a penalty of Rs. 500/- for non visit of Horticulturists and Rs. 300/- for not maintaining the records shall be effected from running bill for each time.

35. Service tax Registration for the bidder is mandatory. Bidder has to enclose attested copy of the Service Tax Registration certificate along with the tender. Service Tax has to be claimed extra as applicable while submitting the bills.

36. Labourers working hours shall be strictly followed as 8.00-13.00 Hrs and 14.00-17.00 Hrs daily and no labour shall leave the work spot during working hours without the knowledge of Engineer in Charge for the subject work.

37. a) The contractor should submit the muster and wage register by 15th of every month to AXEN (HL-III) office.

b) Detailed downloaded statements regarding ESI & EPF contribution pertaining to all the works in MPT should be submitted every month irrespective of bill being submitted.

38. Witnessing of labour wages being paid shall be arranged from the departmental staff by giving intimation at least 5 days in advance in writing to the departmental staff.

39. The Contractor has to submit the daily progress report of the garden maintenance work, along with the number of labour engaged for the work. If labour deployment is less than specified, the deduction will be carried out as specified.

40. The Malee posted for the work should know the works like hedge cutting, lawn mowing, including minimum required knowledge about plant names, required manure, pesticides for the garden maintenance.

41. The Contractor has to arrange & keep available at site the necessary tools & others accessories like ghoda, axe, spades baskets, rose cane, spraying pump, pruner etc. including supplying of rain coats to the labour during the monsoon period.

42. Following holidays are only considered for this contract and other holidays of Port, contract work should continue. Any absenteeism on other holidays liable for penalty as stipulated in the contract.

- i) Republic Day
- ii) May Day
- iii) Ganesh Festival (First Day) –One Day
- iv) Independence Day
- v) Christmas Day

43. The additional special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The volume containing instructions to Tenderers, General Conditions, Special conditions and General Specifications forms an integral part of the tender document.

CHIEF ENGINEER



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at
Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

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

1. Tenderers are required to fill in their **percentage rate** at the end of the Schedule of Quantities & Rates, in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & rates shall be stated.
2. The Percentage Rate inserted shall hold good for all works against the item under this contract, without reference to quantity or location of the work or the variation in the estimated quantity. The tenderer's 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.
3. Quantity of each item of work mentioned in the Schedule should be noted and the percentage 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. The percentage rate, above or below the Schedule /Estimated rate, indicated at the of the Schedule of Quantities & Rates, will apply to each item, of the tender and any excess in the item that may be directed to be executed by the Chief Engineer.
4. Tenderers are requested to note that though the contract is percentage rate, they are required to add or deduct the amount due to this percentage, as the case may be and work out the final figure (amount of their tenders), at the end of the Schedule of Quantities & rates.
5. The Percentage 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



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

SCOPE OF WORK

1. Maintenance & upkeep of garden lawn and entire landscaped area at Deep Vihar Secondary School and HOD's Enclave including sweeping & cleaning of roads, pathways, terraces, watering, weeding, pruning of trees, lawn mowing, spraying pesticides, plucking of fruits on time and distribution etc. complete including disposal of debris etc.
2. Supplying, stacking and spreading the material such as cow dung, garden earth etc. including fertilizer and manure application etc. complete.
3. Taking delivery of organic sludge manure etc... (Supplied free of cost) including transport and using the same for garden including mixing with soil as directed.

CHIEF ENGINEER



An ISO 9001-2000 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Tender No. CE/40/2016

Maintenance of garden, lawn and entire landscaping for a period of two years at Deepvihar Secondary School and HOD's Enclave at Headland (2016-2018)

SCHEDULE OF QUANTITIES & RATES

Item No	Description of work	Approx. Qty.	Unit of Qty in words	Rate in Figure	Amount Rs. Ps.
1	<p>Part I: For HOD's Enclave. Maintenance and up-keep of garden, lawns, entire landscaped area including all flowering plants, fruit bearing and other trees, etc. comprising of watering of lawns, plants, shrubs, trees etc. other than the rainy season to the satisfaction of the Chief Engineer or his representative mulching and re-soiling works whenever and wherever necessary and as directed by the department including loosening the soil, weeding by uprooting wild growth, cleaning of dried up and fallen leaves and other foreign materials including plucking of coconuts, fruits, etc from fruit bearing trees, lawn moving, sweeping and keeping clean the roads, pathways, lawn areas, pruning/trimming of trees and plants including carrying out repotting and de-potting of potted plants and shifting them periodically including sweeping and cleaning of roads/pathways, cleaning the drains, building terraces periodically or as directed according to requirements, including periodical application of organic/ chemical fertilizers, pesticides (organic/ chemical fertilizers under item no.3). All tools, plants, labour etc. complete and arranging the visits of a Horticulturist once in 3 months. <u>Labour Deployment:</u></p> <p>i) Minimum 2 labour (male/female) ii) 1 no. malee (common for Part-I and Part-II) to be engaged for all days except on Sunday.</p> <p>Approximate area of lawn/garden and open areas/pathways to be covered is 3000 M2 and 2500 M2 respectively). Note: collection of organic sludge manure etc. from STP plant including transportation to garden using the same by mixing with garden soil also to be done.</p>	24	Month	28402.00	681648.00

2	Supplying stacking & spreading the following materials of approved quality to the place pointed out by the Chief Engineer or his representative, including transporting, dumping, spreading, etc. All tools, plants, labour, materials, complete. (payment is on the basis of stack measurement)				
a)	Cow dung manure	10	Cubic metre	635.00	6350.00
b)	Garden earth	20	Cubic metre	846.00	16920.00
3	Supplying stacking of the following materials of approved quality in good condition including transporting, dumping, spreading, etc. All tools, plants, labour, materials, complete.				
a)	Urea	50	Kg	8.00	400.00
b)	Sampurna/ Sampati or equivalent	20	Kg	13.00	260.00
c)	Neem cake/powder	20	Kg	11.00	220.00
d)	Pesticide solution	10	Litre	206.00	2060.00
e)	Phorate /thimate	20	Kg	75.00	1500.00
f)	Bone mix	20	Kg	12.00	240.00
4	Part -II: For Deepvihar Secondary School at Headland				
	Maintenance and up-keep of garden, lawns, entire landscaped area including all flowering plants, fruit bearing and other trees, etc. comprising of watering of lawns, plants, shrubs, trees etc. other than the rainy season to the satisfaction of the Chief Engineer or his representative mulching and re-soiling works whenever and wherever necessary and as directed by the department including loosening the soil, weeding by uprooting wild growth, cleaning of dried up and fallen leaves and other foreign materials including plucking of coconuts, fruits, etc from fruit bearing trees, lawn moving, sweeping and keeping clean the roads, pathways, lawn areas, sweeping of entire landscaping/garden and other barren areas within the premises of the school, area at the back side of the school, (including sweeping Gymnasium areas only twice a week as directed) including maintaining/watering the trees in the area at the back side of school bldg., pruning/trimming of trees and plants including carrying out repotting and de-potting of potted plants and shifting them periodically including sweeping and cleaning of roads/pathways, cleaning the drains, building terraces periodically or as directed according to requirements, including periodical application of organic/ chemical fertilizers, pesticides (organic/ chemical fertilizers under item no.3).	24	Month	16244.00	389856.00

	All tools, plants, labour etc. complete and arranging the visits of a Horticulturist once in 3 months. <u>Labour Deployment:</u> i) Minimum 2 labour (male/female) ii) 1 no. malee (common for Part-I and Part-II) to be engaged for all days except on Sunday. Approximate area of lawn/garden and open areas/pathways to be covered is 3500 M2 and 7000 M2 respectively). Note: collection of organic sludge manure etc. From STP plant including transportation to garden using the same by mixing with garden soil also to be done.				
5	Supply of labour for 8 Hrs a day for miscellaneous works at Sea View road, D type Qtrs area and other areas as directed at site from time to time.				
a)	Semi Skilled (mason/carpenter etc..)	50	No	645.00	32250.00
b)	Unskilled (Male Khalasee/ coolie etc.)	140	No	395.00	55300.00
	Total				1187004.00

TOTAL AMOUNT OF TENDER = "A" = Rs. 11,87,004/-

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at "A" i.e. Rs. _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

From the above amount at "A" i.e. Rs. _____

3. Total Quoted Tender Amount inclusive of Sales & General Taxes in words-
Rupees _____
_____ only.

TENDERERS SHOULD SCORE OUT EITHER "ADD" OR "DEDUCT" AS THE CASE MAY BE"

NOTES:

1. Tenderers should score either "ADD" or "DEDUCT" as the case may be.
2. Tenderers are advised in their own interest to inspect the site before tendering.
3. The quantities given above in the schedule of Quantities and Rates are approximate and are furnished for the guidance of the tenderers.

Witnesses: _____

Tenderers: _____

Signature: _____

Signature: _____

Name : _____

Name: _____

Address: _____

Address: _____

Tel No: _____

Mobile No: _____

Date: _____

Date: _____



**MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT**

FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT

1. In consideration of the Board of Trustees of Mormugao Port Trust (Hereinafter called 'THE BOARD') having agreed to exempt from _____ (Hereinafter called 'The said Contractors') from the demand, under the terms and conditions of an agreement to be entered between Board _____ and _____ for _____ (hereinafter called 'The Said Agreement') of Security Deposits for the due fulfillment by the said contractor of the terms and conditions contained in the said Agreement on production of a Bank Guarantee for Rs. _____ (Rupees _____ only). We _____ Bank _____ (hereinafter referred to as 'The Bank') do hereby undertake to pay to the Board an amount not exceeding Rs. _____ (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by the Board by reason of any breach by the said contractor(s) of the terms and conditions contained in the Said Agreement.

2. We, _____ Bank, do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Board stating that the amount claimed is due by way of loss or damage caused to or would be cause to or suffered by the Board by reason of any breach by the said contractors of any of the terms or conditions contained in the said agreement or by reason of the contractor's failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regard 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, _____ Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that 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 claim satisfied or discharged or till the Board certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or within three months from the expiry date i.e. from _____ we shall be discharged from the liability under this guarantee thereafter

4. We, _____ Bank, further agree with the Board that the Board 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 contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said contractor(s) and to for bear of enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation of 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 Bard to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would put for this provision have effect of so relieving us.

5. Notwithstanding anything stated above, our liability under the guarantee is restricted to Rs. _____ (Rupees _____ only). The guarantee shall remain in force until _____. Unless a suit or action to enforce claim under the guarantee is filed against us within three months from that date, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

6. The Board is authorised to enforce claim against the guarantee at the local branch of the Bank in Goa in case such as eventually of encashment arises.

7. We, _____ Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.

Dated _____ day of _____ 2016.