



AN ISO 9001:2015 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.
QUOTATION NOTICE
QUOTATION NO. CE/Q-18 /2018

Sealed percentage rate quotations are invited from contractors registered with Engineering (Civil) Department of Mormugao Port Trust for undertaking the work of **"Annual maintenance Contract (AMC) for weeding of Port areas around B,C & D type Qtrs., Deepvihar Secondary school and other areas at Headland for the year 2018-2019."**

Earnest Money Deposit	: Rs. 9,550/-
Cost of quotation	: Rs. 500/-
Estimated Cost of work	: Rs.4, 77,306.50
Time limit of completion	: 12 months .

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from. **14 /05/2018** to **24 /05/2018**, on payment of Rs.500/- (Rupees Five Hundred Only). 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 with Earnest Money Deposit of **Rs.9,550/-** 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, a separate sealed envelope super scribed 'Tender Cost' containing a Demand Draft/ Bankers 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 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 **24 /05/2018** 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.

CHIEF ENGINEER

Headland Sada.

Date :-



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Name of work"Annual maintenance Contract (AMC) for weeding of Port areas around B,C & D type Qtrs.,Deepvihar Secondary school and other areas at Headland for the year- 2018-2019."

Particulars Clause of G.C.

1.	Amount of initial security and time.	EMD to be converted as SD, till the Completion of the work and site clearance
2	Period for commencement from the chief engineer's order to commence.	03 days
3	Time of completion	One year
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 contract
5	Free maintenance /defect liability period.	N. A.
6	Percentage of retention money from each running account bill.	10% of the contract value to be retained from the running bills and to release after satisfactory completion of the work .
7	Total security deposit	EMD+ retention Money i.e.10% value of the contract
8	Minimum amount of Interim certificate.	Rs 100000/-
9	Time within which payment to be made after contractor's submission of the bill.	100% payment within 7 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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ADDITIONAL SPECIAL INSTRUCTIONS

1. The work shall be carried out 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, to be built by contractor at his cost. Register of account of materials 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 structure, 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, excluding GST if any for compliance with conditions of contract and specification. The GST will be paid extra as applicable which shall be claimed along with the Bill.

10. 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.

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 tenders 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 within a period of one year as specified in the schedule.

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 plant, machinery and workers employed by him during execution of work and submit necessary insurance policies to the Department.

16. If the work has to be carried out beyond normal working hours and during night time approval in advance for the working has to be obtained from the Chief Engineer. Overtime charges of the departmental supervisory staff has to be borne by the `Contractor`

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. 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 free cost and the same shall be valid for the duration of the contract or a period of one year, whichever is less.
25. Lease rent shall be charged to the contractors for the area allotted for construction of their temporary sheds for site office/store/labour hutments required in the contract works. The license fee shall be as per Port's scale of Rates.
26. All the materials to be used in the structure shall be conforming to relevant ISI specification or as specified in the Tender Schedule Contractor shall undertake laboratory test as specified in the relevant ISI at the discretion of Chief Engineer and only approved materials /approved brand of materials shall be used.
27. In case the contractor fails to vacate the port premises allotted to him for site office within the stipulated period after the completion of the work, the Board shall have right to debar such defaulting contractors for future contracts of the Board by blacklisting him and shall also be charged penal lease rental at the prescribed rate.
28. For putting fire , permit will have to obtain whenever required as directed.
29. Free maintenance period is nil.
30. Security Deposit which is EMD plus 10 % Retention Money (deducted from the bills) shall be refunded to the contractor only after successful completion of the work .
31. The contractor shall quote the prices exclusive of GST .Applicable GST shall be paid on the quoted price .The bidder shall indicate the applicable GST rate on the goods /services in the price bid.
32. GST registration for the bidder is mandatory. Bidder has to enclose attested copy of GST Registration no along with the Tender. The successful bidder has to provide HSN/SAC codes before issue of PO.and GST has to be claimed extra as applicable while Submitting the Bill/bills.
33. Unregistered Venders under GST has to submit Declaration that GST is not applicable to him, due to turnover of less than 20 Lakhs.
34. The Vendor shall quote GST No. of MPT (30AAALM0293P1ZY)on all invoiced raised on Port. If vendor is not registered under GST or opted for composition scheme under GST, undertaking of the same shall be submitted by the Vendor.



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SPECIAL CONDITIONS OF CONTRACT

1.. The entire area of 173566.00 is divided into four zones, Zone A, Zone B, Zone C and Zone E

- i) The work has to be completed in three cycles and maintained for the period as specified in the BOQ with respect to zones shown on the drawing and as directed. The contractor shall get the work certified zonewise. However, the entire area shall be completed within a period of **three months** for each cycle and to be maintained for the period of one month i.e. complete period of weeding cycle of four months. Any delay for completion of the cycle will attract penalty in the form of LD.
- ii) Weeding /cutting of wild growth /jungle and bushes etc. to be carried out manually as well as by weed cutter as directed. The complete weed out has to be followed in the possible terrain. However, in the difficult terrain weeds /bushes /jungle has to be cut and left out to the maximum height of 3".

No payment will be considered for the particular zone if work has not been carried out as specified. Possible terrain means and Difficult terrain is defined as soft soil area and rocky & hard ground area respectively.

- iii) Weeded out materials to be removed and disposed off as directed within a period of one day from the date it has been cut.

2. Following penalty clauses will be imposed for the lapses in the work /violation of the Contract as under:

- i) For non removal of weeded out materials /debris within a period of one day of site verbal/telephonic as well as written instruction /order given as directed from time to time Rs 1000/- per heap will be recovered /deducted.
- ii) In the particular Zone if weeding work not carried out as per specification and as directed, an amount of Rs 10 per SqM will be deducted.
- iii) Putting fire for weeded materials on each occasion Rs .2000/- per heap will be deducted.
- iv) Liquidated damages (LD) will be levied if the weeding work is not completed within the specified period for each zone as specified above.
- v) Non deployment of minimum two machines with operator Rs 500/- per hour or engaging third party at the risk and cost of the contractor.

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Chief Engineer



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SCOPE OF WORK

- 1.The contractor should maintain the total area of 173566 .00 Sqmts. area free from weeds by Weeding by cutting various types of weeds/unnecessary vegetations etc with help of weed cutter machine and also by manual including transporting and disposal of the weeded debris in the pit as indicated and as directed .
2. The Contractor shall take all necessary measures of storage ,transporting and disposing off the weeded grass debris concurrent from time to time throughout the above mentioned period within a lead of 3.00 kms as directed .
3. The Contractor shall carryout the work in three cycles and maintain the weeded areas in such a way that the growth shall not be more than 5cm to 8cm from the ground level in the weeded area during the entire contract period of 12 months as directed..
- 4.. The Contractor shall arrange all tools, materials , labour and equipments like Mechanically / fuel operated heavy duty weeding machines (minim. 2nos) with operators (2 nos.)and along with mandatory safety equipments etc complete..

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SCHEDULE OF QUANTITIES AND RATES

Sl. No.	Description	Unit	Qty	Rate	Amount
1.	<p>Weeding various types of weeds/unnecessary vegetations etc with help of weeding machine, cutting /chopping of all types of wild growth, plants, removing of creepers from walls/compound walls etc upto the height of 5 cm to 8cm from the ground, and transporting and disposing off weeded debris from time to time throughout the above mentioned period as mentioned below / as directed and maintain the weeded areas (As shown in the enclosed drawing) in such a way that the growth shall not be more than 5cm to 8cm from the ground level in the weeded area as directed, ensuring there is no weeds more than above mentioned height in the area during the below mentioned period of cycles and throughout the contract period and handing over these area to the department in complete weeded condition at the time of completion of work, including taking away weeded debris and disposing off by transporting away at short notice / burying the same in the excavated pit or open area from time to time that is every day as directed by Chief Engineer or his representatives. In any condition and under any excuse no fire shall be set/put to burn the removed dry weeds or dispose off the weeded debris/heaps by spreading/ scattering , and violating this condition may cause/invite for imposing penalty and it may affect the mode of payment according to the conditions. All tools, plants, labour and materials, Mechanically / fuel operated heavy duty weeding machines (minim. 2nos) safety equipments, transportation etc complete.</p> <p>Aprox. Area of weeding =173566.00SqM</p> <p>Mode of payement :</p> <p>i)40%, of the quoted amount shall be paid for weeding out as specified above in first cycle from June 2018 to Sept. 2018, after completion of total areas weeding, transporting and disposing off weeded debris from time to time throughout the above mentioned period as directed.</p> <p>li) 30%, of the quoted amount shall be paid for weeding out as specified above in second cycle from Oct 2018 to Jan 2019 only after completion of total areas weeding, transporting and disposing off weeded debris from time to time throughout the above mentioned period as directed.</p> <p>iii) 30%, of the quoted amount shall be paid for weeding out as specified above in third cycle from Feb 2019 to May 2019 ,only after completion of total areas weeding, transporting and disposing off weeded debris from time to time throughout the above mentioned period as directed.</p> <p>Note: Penalty will be imposed as mentioned for non compliance as specified in the special contract condition</p>	Sq.M	173566.00	2.75	477306.50

Total: Rs. 4,77,306.50

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'A ' Total Amount of Quotation inclusive of all taxes (except GST) = "A" Rs. 4,77,306.50

1. ADD _____% (IN FIGURES)

In words _____

Over the above amount at "A" i.e on Rs = **Rs. 4,77,306.50**

Rs: _____

OR

2. DEDUCT _____% (IN FIGURES)

In words _____

From the above amount at "A" i.e on Rs = **4,77,306.50**

Rs: _____

'B' Total Quoted Tender Amount inclusive of all Taxes

excluding GST In Figure

Rs: _____

In Words Rupees _____

_____ Only.

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.

Witness's

Bidder's

Signature: _____

Signature: _____

Name : _____

Name: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Date: _____

Date: _____

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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.	IFSC Code	:	_____
13.	Tax Identification Number (TIN)	:	_____
14.	GST Registration Number	:	_____
		:	_____
15.	GST Tax Registration Code	:	_____
	CST Registration Number	:	_____
16.	Employee Provident Fund (EPF)	:	_____
17.	Registration Number	:	_____
18.	EmployeeState Insurance Scheme (ESIS) Registration Number	:	_____

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PROFORMA FOR GST DETAILS

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

17	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
18	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,2017 ? (Yes or No)	No.	
19	Central Excise Registration No.	--	
20	Service Tax Registration No.	AAALM0293PST001	
21	VAT – TIN	30181201096	
22	CST – TIN	V/CST/1683	
23	IEC	1706000073	
24	Contact Details :		
	Name	Shri.AnantChodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.com anant.chodnekar@mptgoa.com	

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

Place
Date

Signature
(Name: _____)