



An ISO 9001-2000 PORT

MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT.

QUOTATION NOTICE

QUOTATION NO. CE/Q-02/2017

Sealed quotations in single cover system are invited from registered/legal owners of properties for “**Hiring of a 4 BHK furnished apartment for use as Office & Rest House at Dona Paula on leave and Licence basis**”.

Earnest Money Deposit : Rs. 10000/-

Time period for hiring of apartment: 11 months only but extendable by another 11 months at the discretion of the Port.

The quotation form can be obtained from the office of the Chief Engineer, Mormugao Port Trust, Headland Sada, during office hours from **21/01/2017** to **31/01/2017** on application free of cost.

Quotation shall be accompanied by Earnest Money Deposit of Rs.10000/- 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.

Quotation duly completed should reach the office of the Chief Engineer, Mormugao Port Trust, Headland Sada by 15.00 hours on **31/01/ 2017** 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 :-



MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: - “Hiring of a 4 BHK furnished apartment for use as Office & Rest House in Dona Paula on leave and Licence basis”.

SPECIAL INSTRUCTIONS

1. The location of the premises to be hired shall be at Dona Paula. The premises to be hired by the Port will be a 4 BHK furnished apartment with one room to be used as Office and 3 as rest rooms.
2. There should be assured free parking space provided/made available for at least one car.
3. There should be proper electricity, water & sewerage connection;
4. The accommodation should have proper electrical fixtures such as switches power points etc;
5. The electricity & water charges as per actual consumption will be borne by Licensee.
6. Provision of lift is essential, if the building is more than 4 storied;
7. The premises should have adequate toilet facilities
8. The space offered should be free from any liability, encumbrance and litigation with respect to its ownership, lease/renting and pending payments against the offered space;
9. The premises should have 24 hours running water supply for both drinking & utility facilities
10. The responsibility for payment of all taxes such as property tax, Municipal tax and any other taxes imposed by the Government during licence period in connection with the property offered shall be of the Licensor.
11. The premises offered should have adequate security cover & fire safety measures installed as per the requirements.
12. The possession of the accommodation will be handed over to the Port within 03 days from the award of the order and rent shall be payable from date of possession.

13. The quotation will be acceptable only from original owner of the property. Mormugao Port will not pay any brokerage for the offered property.
14. Rates should be quoted in Indian Rupees only.
15. Quotations not conforming to the requirements as mentioned above shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
16. Quotations received late shall not be accepted. The Port shall not be responsible for any Quotation received late in this office due to postal delay.
17. The prices quoted by the Quoter shall hold good and firm at least for 03 months from the date of opening of the quotations and during the currency of the licence period.
18. All prices/rates quoted shall be inclusive of all taxes, duties, insurance, operation and maintenance cost etc.
19. The prices quoted shall however be exclusive of Service Tax which will be paid extra by the Port if applicable.
20. After placing of Work Order if the bidder cannot offer the premises then their EMD shall be forfeited.
21. No interest shall be allowed in the Earnest Money Security Deposit deposited by the bidder.
22. MPT reserves the right to vacate the premises at any time by giving two month notice in writing without assigning any reason thereto. The Licensor shall not be entitled for any compensation by reason of such termination. The lease can be cancelled by either sides by giving 02 months notice.
23. MPT reserves the right to extend the licence period after expiry of initial contract period, at the increased rate of 5 %, with same terms and conditions by giving 15 days prior notice before expiry of the contract.
24. Common watch and ward staff, Municipal tax, Society fees, common facilities etc shall be paid by the Licensor.

25. The Licensor shall submit bills in respect of the licenced premises in triplicate on calendar quarterly basis by 10th of succeeding month to the Estate Section. The normal terms of payment are 10 days from the day of receipt of bills completed in all respect by duly authorized representative of the Licensor.
26. The Bill shall carry the following details
 - a) Name of Bank
 - b) State and Branch
 - c) Bank Account No.
 - d) Copy of PAN No.
 - e) Service Tax Registration No.
 - f) Copy of the ESI / EPF paid challans.(as applicable)
 - g) MICR Code for Electronic Credit System.
 - h) IFSC Code
27. The Board shall not be liable for or in respect of any damages or compensation payable at Law in respect or on consequence of any accident or injury to any workman or other person in the employment of the Licensor or any Sub-Contractor and the Licensor shall indemnify the Board against all such damages and compensation and against all claims demands proceedings cost charges and expenses whatsoever in respect thereof or in relation thereto.
28. The Licensor shall indemnify the Board in the event of the Board being held liable to pay compensation for injury to any of the Licensor's servants or workmen under the Employees Compensation act. 1923, as amended from time to time whilst carrying out any maintenance work related to electrical, civil & water works.
29. The Licence shall be interpreted and have effect in accordance with the Law of India and no suit or other proceeding relating to this Licence shall be filed or taken by the Licensor in any Court of Law except in the Court of Competent Jurisdiction in Goa.
30. The apartment shall be fully furnished. The bedrooms shall be provided with air conditioning, beds etc. The Hall shall have necessary sofas, chairs for seating, fridge, TV, minimum 4 seater

dining tables, provision of curtains, bathrooms should have provision of hot water with geysers, mirrors, towel rails etc.

31. The minimum built up area of the premises to be hired shall be not less than 250 sq. metres.
32. Before signing of the Leave and Licence Agreement, inventory of all the furnishings shall be made and incorporated in the document.
33. The Security Deposit shall be equivalent to 03 months rental and will be payable by the Port.
34. Quoters are required to sign with date the Financial Bid 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.
35. The Licensor will have to obtain necessary approval /permission from local authorities for using the premises for office cum residence on leave and licence basis.

Name of the Organization : _____

Address (In Detail) : _____

Telephone Number : _____

E-Mail Id : _____

Permanent Account Number (PAN) : _____

Bank Name : _____

Bank Branch Address (In Detail) : _____

Bank Branch Code : _____

Bank Account Number : _____

Bank Account Type : _____

Magnetic Ink Character Recognizer (MICR) : _____

Tax Identification Number (TIN) : _____

Service Tax Registration Number : _____

Service Tax Registration Code : _____

CST Registration Number : _____

Employee Provident Fund (EPF) Registration Number : _____

Employee State Insurance Scheme (ESIS) Registration Number : _____

IFSC Code : _____



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MORMUGAO PORT TRUST
ENGINEERING (CIVIL) DEPARTMENT

Name of work: - “Hiring of a 4 BHK furnished apartment for use as Office & Rest House at Dona Paula on leave and Licence basis”.

BRIEF

Mormugao Port Trust invites bids from legal owners of 4 bedded to hire a premises(Apartment) at Dona Paula. The premises required will be a 4 BHK furnished apartment with one room to be used as Office and 3 as rest rooms.



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Details of features/facility provided for premises

1. Name & address of the legal owner/power of attorney holder of the premises to be given on hire:
2. Name of the building/premises:
3. Address/location of the premises:
4. Total floor area offered:
5. Number of rooms:
6. Number of vehicle parking:
7. Floor No. of the apartment:
8. Whether lift is provided:
9. Nos of toilets provided:
10. Whether running water available round the clock
11. Number of air conditioners provided in bed rooms:
12. Whether electrical installations & fittings & power plugs , switches ,fans etc are provided or not:
13. The period and time when the said accommodation can be made available for occupation after approval by the Port:

14. Specify the period for which the property is offered for hire with provision of extension:

15. Is the space offered for hire free from any liability & litigation with respect to its ownership, lease/renting and there should be no pending payments against the same:

16. Does the premises/society have sufficient security in terms of watch & ward:

17. Any other aspect which the party may like to mention:

Note: The above proforma to be filled by the quoter.

Declaration:

- i) I/we have read and understood the detailed terms & conditions as mentioned and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars of the premises etc as furnished by me/us are true and correct as per my/our knowledge & belief and in event of any of the above, I/We shall be liable to such consequences/lawful action as the Port wish to take.

Name, Signature & Seal of Owner :

Address : _____

Place: _____ Date: _____



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FINANCIAL BID

Sl. No	General Information	Total built-up area (sq. meter)	Rate per Sq. meter	Total monthly rent
A.	Rates offered for hiring out of 4 bedded premises/ apartment (including all municipal taxes, cess or any other taxes but excluding service tax). The electricity & water charges as per actual consumption will be borne by the Port.			
B.	<p>Note: The lease will be in the format of local Standard Lease/licence Agreement as approved by the Estate Section/MPT and shall be executed and registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the Port .</p>			

Total amount per month(in figures):_____

Total amount per month (in words):_____

**Signature of the legal owner/power of attorney holder/
co-owner of the premises**

Name : -

Address:-

Contact No.:- Mobile

Landline: -

Date:-

Place:-