



An ISO 9001:2015 PORT

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

**TENDER NO: CE/ 14 /2018**

**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 authorizing issue of the Tender Documents. :
4. Date of issue of Tender Documents. :

SIGNATURE OF AXEN/Accts

- 
- |     |  |   |
|-----|--|---|
| 1.  | Name of work   | Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019). |
| 2.  | Cost of Tender set Documents   | : Rs.500/-  |
| 3.  | Date of issue of Tender Documents  | :From 12/06/2018 to 26/06/2018  |
| 4.  | Date of receipt of tender and time.                                      | : 27/06/2018 (up to 3.00 pm)  |
| 5.  | Amount of E.M.D.   | : Rs.16,000/-   |
| 6.  | Date of opening of tender and time.                                      | : Opening on 27/06/2018 at 3.30 p.m.  |
| 7.  | a) Whether E.M.D. received.  | : Yes/No.   |
|     | b) If so, in which shape.  | : D.D./Cash Receipt.  |
| 8.  | Form of contract.  | : Percentage Rate.  |
| 9.  | Whether tender received in duplicate.                                    | : Yes/No.   |
| 10. | Whether rates have been Quoted in both the tenders in words and figures. | :   |
| 11. | Total No. of Tenders received for the work.                              | :   |

AXEN/Accts

XEN(AC)



An ISO 9001:2015 PORT

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

TENDER NO. CE/14/2018

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days  
(2018-2019).**

1. Tender Notice.
2. Form of Tender.
3. Appendix – I.
4. Additional General Conditions of Contract.
5. Scope of work.
6. Directions to Tenderers for filing in the Schedule of Quantities and Rates.
7. Schedule of Quantities & Rates.
8. FORM OR BANK GUARANTEE FOR SECURITY DEPOSIT
9. Vendor registration form

MORMUGAO PORT TRUST,  
ENGINEERING CIVIL DEPARTMENT,  
MAIN ADMINISTRATIVE OFFICE BLDG,  
HEADLAND, SADA, GOA.



An ISO 9001:2015 PORT

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

**TENDER NO. CE/14 /2018**  
**TENDER NOTICE NO. CE/N-14/2018**

Sealed tenders in Single cover systems on Percentage Rate Basis are invited from the contractors registered with MPT, PWD/CPWD/Railway, Central/state Govt., GSIDC, etc.

Sr. No	Name of work	Cost of tender document (non refundable)	Sale of tender documents From/To
	Estimated cost of work put to tender.	Earnest money deposit	Date of opening of tender
1.	Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).	Rs. 500/-	12/06/2018 to 26/06 /2018 Up to 3.00p.m.
	Rs. 7,76,860/- Class 'D' and above	Rs.16,000/-	27/06 /2018 at 3.30 p.m.

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.500/- which sum will not be refunded. Additional set can be had on payment of Rs.500/- (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.

1. Tender documents will not be sent by Post or Courier Service.
2. The proposed work comprises of :-  
Cleaning of toilets, wash places, urinals, wash basins, etc as mentioned in the specifications. The work is to be carried out as described in Schedule of Quantities & Rates attached herewith to this tender and as directed at site.
3. The Earnest Money Deposit (E.M.D.) payable in respect of the tender is Rs.16,000/- (Rupees Sixteen 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 sealed envelope. The Sealed envelope containing the tender document including the sealed envelope enclosing the EMD 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 as indicated at 3 above and in the manner described above shall be treated as invalid and shall not be opened.
  - C. E.M.D. of the Tenderers except first three lowest tenders will be Refunded to Contractors. Contractors are requested to contact the Assistant Engineer (Accts), 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.
4. Bidder has to inspect the site prior to quoting and understand the scope of work. Later no claims shall be entertained.
5. Tenders submitted will remain open for acceptance for a period of 120 days from the date of opening of tenders.
6. 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.
7. 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.
8. 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 Executive Engineer (AC) , Tel No: 2594674.
9. 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.
10. The original tenders to be submitted should be enclosed in as sealed cover and superscribed "Sanitary cleaning works of A.O. Bldg. at Headland for a period of 310 working days (2018-2019)" and should be addressed the Chief Engineer, Engineering (Civil) Department, Mormugao Port Trust, Headland. Sada, Goa-Pin: 403804.

11. The tenders complete in all respects should be placed in the Tender Box kept inside the cabin of AXEN/Accts, Chief Engineer's office at Main A.O. Building, 2<sup>nd</sup> floor, Mormugao Port Trust upto 15.00 hrs. On due date and opened at 15:30 hrs. On the same day in the presence of such tenderers who may wish to be present.
12. 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.
13. The Chief Engineer and or Board of Trustees reserves the right to reject any or all tenders received without assigning any reasons therefore.
14. Unsigned tenders will not be considered.
15. Sales Tax, Income Tax 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.
16. The Contractor should comply with the provision of the Building and Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
17. 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.
18. Further details can be had from the office of the undersigned at the New Administrative Office Building of MPT at Headland, Sada.

**CHIEF ENGINEER**



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO. CE/14/2018  
FORM OF TENDER

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).**

The Chief Engineer,  
Mormugao Port Trust.

I/We \_\_\_\_\_ do hereby offer to execute the work comprised in the annexed Tender Notice “Sanitary cleaning works of A.O. Bldg. at Headland for a period of 310 working days (2018-2019).” In strict accordance with the instructions to Tenderers, General conditions of Contract, Specifications etc. at the Percentage Rate entered in the attached Schedule of Quantities and Rates.

2. I/We undertake the work included in the Schedule of Quantities and Rates for contract period of 310 working days from the date of release of site or work order. I/We also agree that this tender will remain open for 120 days for acceptance 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.16,000/- (Rupees Sixteen 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 and Rates attached to this tender.

5. I/We also, agree if awarded the contract that the earnest money lodged with this tender will be retained by the Board of Trustees towards part of the Initial Security Deposit and to make further deposit by Bankers cheque/demand draft in the favour of FA&CAO,MPT, Headland, Sada payable at Vasco- Da-Gama, Goa/by way of a Bank Guarantee, within (7) Seven 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. The Board of Trustees will also have the option to retain the entire amount for Initial Security Deposit of 5% of the Contract Price in the form of Bank Guarantee.

6. I/We further agree, if awarded the contract, to lodge the Retention Money equivalent to 5% of the contract price 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 agree to abide by this tender to be valid for the period of 120 days from the date fixed for receiving/opening the same and it shall remain binding upon me/us and may be accepted any time before the expiration of that period.

8. I/We hereby certify that my/our registration certificate under the Goa Sales Tax on the transfer of property in goods involved in the execution of works Contract Act, 1985 is in force on the date on which the sale of goods specified in this bill/cash memorandum is made by me/us and the tax under the act will be, if payable, be paid before furnishing my/our returns under the Act.

9. 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.

10. I/We request that early payment of 100% of the amount of interim bills be made from time to time in advance of such bills being audited.

11. \*(A) Mine is a proprietary firm and I am the sole proprietor of the firm. My firm is/is not registered with Registrar of firms.

Name: \_\_\_\_\_  
Age: \_\_\_\_\_ years

\*(B) Ours is a partnership firm and the names of all major partners are given below:

	<b><u>Name</u></b>	<b><u>Age</u></b>
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.

12. The Bank's Guarantee referred to in Para No.5 above will be from \*\* \_\_\_\_\_

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

14. The name and address of our Banker is \*\* \_\_\_\_\_

15 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.

16 "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."

17 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 equipment's Proposed to be used on this work.

(Note: a & b are not mandatory for registered Contractors with this department)

NAME AND ADDRESS OF TENDERER:-  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TENDERER

Witness: - \_\_\_\_\_

Date: \_\_\_\_\_ Day of \_\_\_\_\_ 2018

Witness: - \_\_\_\_\_

Witness: - \_\_\_\_\_

N.B.: \* Strike out whichever is not applicable.

\*\* Here the Name of the Bank should be stated.



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO. CE/14/2018

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).**

APPENDIX-1

This shall be read in conjunction with clause of General Conditions (G.C.) of Vol-I of Tender Documents.

S.N.	Particulars	Cl. of G. C.	Details
1.	Amount of Security Deposit	11(1)	EMD will be converted in to SD
2.	Period for commencement from the Chief Engineer's orders to commence.	38	3 days from the date of receipt of purchase order or as specified in Purchase Order.
3.	Time of Completion	40	310 days excluding Sundays and Port Holidays.
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)	Not applicable
6.	Percentage of retention from each running account bill	54(1)	10%.
7.	Limit of Retention Money	54(1)	10% value of the contract.
8.	Total Security Deposit and Retention Money.	11(1) 54(1)	EMD plus 10% value of the contract.
9.	Time within which payment to be made after contractor's submission of the bill.	54(1)	100% within 10 days of submission of bill in quadruplicate with Engineers certification
10.	Interim Certificate.	54(1)	Rs.50,000.00

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

\_\_\_\_\_ duly authorized to sign tender for and

on behalf of \_\_\_\_\_.

( IN BLOCK LETTERS )

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness : \_\_\_\_\_

\_\_\_\_\_

Occupation : \_\_\_\_\_

\_\_\_\_\_



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO. CE/14/2018

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).**

**ADDITIONAL GENERAL CONDITIONS OF CONTRACT**

- 1) The tender is on percentage rate basis. The quantities mentioned in the Scheduled of Quantities and Rates are only approximate and the Trustees are liable to pay for only such quantities of work as are actually executed.
- 2) The contractor shall insure plant, machinery and workers employed by him during execution of work and submit necessary policies to the Department.
- 3) (a) Without limiting his obligation and responsibilities under Clause 21 of G.C.C. (Vol. I) The contractor shall insure at his cost, in the joint names of the Board and the Contractor against all loss or damage from whatever cause arising (other than the /Excepted Risks) for which he is responsible under the terms of the contract and in such manner that the Board and contractor are covered during the period of operation of the works for any loss or damage occasioned by the contractor in the course of any operation carried out by him for the purpose of complying with his obligations under clause 45 of G. C. C. (Vol. I)
  - (i) The works and the temporary works to the full value of such works executed from time to time.
  - (ii) The materials, machinery / plants and equipment and other things brought on to the site by the contractor to the full value of such materials, machinery plant and other things.
- 4) Such insurance shall be effected with an insurer and if terms approved by the Board and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium provided always that without limiting his obligations and responsibilities as aforesaid nothing in the clause contained shall render the contractor liable to insure against the necessity for repair or construction of any work

constructed with material or workmanship not in accordance with the requirement of the contract.

- 5) (a) Before commencing the execution of the works, the contractor but without limiting his obligations and responsibilities under clause 22 of G.C.C. (Vol. I) shall insure against any damage, loss or injury which may occur to any property (including that of the Board) or to any person (including any employee of the Board) by or arising of execution of the works or Temporary Works or in the carrying out of the contract otherwise than due to the matters referred to in the provision to clause 22(1) of G.C.C. (Vol. I).

5) (b) Such insurance shall be effected with an insurer and in terms approved by the Board and for at least the amount stated in the Tender and the contractor shall whenever required produce to the Chief Engineer or the Chief Engineer's representatives the policy or policies of insurance and the receipts for the payment of the current premium.

- 6) The contractor shall insure against accident, injury etc. to workmen with an insurer approved by the Board and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall when required produce to the Chief Engineer or the Chief Engineer's representatives such policy of insurance and the receipt for payment of the current premium. Provided always that in respect of any persons employed by any sub-contractor, the contractor's obligation to insure as aforesaid shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that the Board is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Chief Engineer or the Chief Engineer's representatives when required such policy of insurance and the receipt for payment of the current premium.

- 7) If the Contractor shall fail to effect and keep in force the insurance referred to in the above mentioned clauses hereof or any other insurance which he may be required to effect under the terms of the contract then and in any such case the Board may effect and keep in force any such insurance and pay such premium or premium as may be necessary for that purpose and from time to time deduct the amount so paid by the Board with interest as stated in Vol . I as aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

- 8) The successful tenderer will have to submit within fortnight after receipt of the acceptance letter a phased program of execution of different items of work.

- 9) 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, Volume-1 Of the tender document will be given to

the subject to his agreeing to bear the cost of overtime, if any, which may have to be paid to the Port's supervisory staff.

10) SUPPLY OF WATER:

The contractor shall as far as practice having regard to the conditions, provide on the site to the satisfaction of the Chief Engineer's Representatives, adequate supply of drinking water and other water for the use of Contractor's Staff and Workmen etc.

11) EPIDEMICS

In the event of any outbreak illness of an epidemic nature, then contractor shall comply with and carry out such regulations, orders and requirements as may be made by the Government or the Local Medical or Sanitary' Authorities for the purpose of dealing and overcoming the same.

11) DISORDERLY CONDUCT ETC:

The Contractor shall, at all times, take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or among his employees, officers or agents and for the preservation of peace and protection of persons and property on the neighbourhood of the works against the same.

12) SAFETY DEVICES ETC:

In partial modification of Clause No. 31 of the General Conditions of Contract, the contractor shall at his own expenses provide necessary safety devices such as safety footwear and gloves, helmets, safety belts, proper lights in night time in the premises etc for all working labour/employees etc. to the satisfaction of the Chief Engineer or his Assistants.

13) ACCIDENTS:

The contractor shall, within 24 hours of the occurrence of any accident at or about the site or in connection with the execution of the work, report such accidents to the Chief Engineer or his Representatives. The contractor shall also report such accidents to the concerned constituted authorities.

14) The tender is on Percentage Rate Basis and the Tenderers are required to fill the Schedule of Quantities and Rates as stated in Directions to Tenderers for filling in the Schedule of Quantities and Rates.

15) The contractor and his workers/agent 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.

- 16) 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 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.
- 17) The contractor shall provide his workers deployed proper identity card duly signed by the authorised person of the firm which shall be displayed while working in the Office.
- 18) Subject to the availability, land for construction of temporary sheds/stores/labour hutments, etc. will be given to the contractor in Port areas on the lease basis as mentioned in Schedule 'C'. The contractor shall clear away all the temporary structures built within a period of fourteen days after completion of the work and leave the whole of the site clean to the satisfaction of the Chief Engineer.
- 19) No temporary structures / sheds, which are constructed to house the contractor's office/store/labour hutments, shall be permitted to be retained after the Contract period.
- 20) The portion of Security Deposit due for refund in accordance with the conditions of contract, after physical completion of the work, will not be refunded except with the prior permission of the Chief Engineer, unless and until contractor submits the final bill based on joint measurements.
- 21) In case of excess under any item, the contractor should bring it to the notice of the concerned Chief Engineer well in time to enable him obtain necessary sanction.
- 22) Further to the provisions in the General Conditions of Contract, upon the Chief Engineer certifying that in this opinion, the contractor, after receiving from the Chief Engineer, a written notice,
  1. Has suspended progress on any portion or items of the works for seven days, or
  2. Has failed to make proper progress on any portion or items of the works for seven days, or
  3. Has failed to complete any portion or items of the works by the time specified by the Chief Engineer or
  4. Has failed to remove from the site for seven days, material which have been condemned and rejected, or
  5. Has failed to pull down within seven days and rebuild within the time stipulated by the Chief Engineer works which have-been condemned and rejected, or
  6. Has failed to give to the Chief Engineer or his representatives proper facilities for inspecting the works or any part thereof for three days, or

7. Has failed to carry out proper tests for three days on any work or materials, then the Trustees, without restricting, prejudice to their rights under Clause Nos. 57.1 of the General Conditions of Contract and expelling the contractors from the site of works, without determining the contract and while permitting the contractor to carry out or employ another agency to carry out at the risk and cost of the contractor.
  - a) The execution of such portions or items of the works which the contractor has suspended or failed to make proper progress or failed to complete within the specified time, and / or
  - b) Removal of condemned and rejected material from the site, and / or
  - c) pulling down and rebuilding of condemned and rejected works, and / or
  - d) the provision of proper facilities to the Chief Engineer or his representative for inspecting the works, and / or
  - e) non testing of any work or materials as directed.

In such cases, additional expenditure incurred, if any by the Trustees over and above that which would have been incurred by them had above works been carried out by the contractors under the terms of this contract shall be paid by the contractor to the Mormugao Port Trust. The Trustees reserves their right to recover their additional expenditure from the moneys payable to the contractor or from deposits or such amounts that may have been lodged by the contractor with the Mormugao Port Trust for due performance of the contract under these presents. The Trustees further reserve their right to recover such additional expenditure from the moneys payable to the contractor for any other contract or transactions of any nature whatsoever existing between the Trustees and the contractors

- 23) All the material to be used for the work shall be as far as possible, in accordance with the relevant specifications. However, the final approval of the material shall be at the sole discretion of the Chief Engineer or his representative depending upon the availability of the material in the market.
- 24) All the materials to be used in the structure shall be conforming to relevant ISI specifications or as specified in the Tender Schedule. Contractor shall undertake laboratory test as specified in the relevant I.S.I. Codes at the discretion of Chief Engineer and only approved materials/approved brand of materials shall be used.
- 25) VALUATION OF EXTRA ITEMS OF WORKS & VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS

(A) VALUATION OF EXTRA ITEMS OF WORKS

The rates of extra items of work not contained in the Schedule of Quantities and Rates, shall be fixed only on the following basis:

- (a) from similar items, if such items exists in the tender, or
- (b) from any comparable item, if such items exists in the tender.



**If (a) and (b) are not available then,**

(c) from MPT's SOR / Rate Analysis and using current costs of labour and materials and with allowance of 10% on direct costs towards the contractor's profit and over head.

**If (a), (b) and (c) are not available then,**

(d) from actual direct cost of labour and materials consumed and with allowance of 10% towards contractor's profit and overhead.  
(In such cases, rates of labour and materials and hired charge of hired plant shall be supported by vouchers).

Rates of labour and material and hired charges for plant owned by the contractor shall be fixed by the Chief Engineer.

**(B) VALUATION OF ADDITIONS AND ALTERATIONS TO THE TENDER ITEMS:**

In the event of any modification in the work being effected in the items of work covered in the Schedule of Quantities and Rates with the prior approval of the Chief Engineer in such cases, only such modified items of work shall be revalued on the basis of MPT Rate Analysis pertaining to that item of work. If the modification is effected by the contractor without prior approval of the Chief Engineer, then the Chief Engineer will be at liberty to reject the same. However, in the event of Chief Engineer's acceptance on such work, the same will be re-valued on foregoing basis but the rate arrived at will be reduced by 10%.

**26) MODE OF PAYMENT:**

The procedure for preparation and settlement of contractor's bills will be as per measurements.

- (i) Minimum value of interim certificate is Rs. 50,000/- and the same shall be payable 100% of the bill submitted in original plus four copies (enclosed with ESI, EPF, MR, Wage register etc), on joint record (Undisputed bills) will be paid within 20 working days through SAP from the date of submission of bill by the Contractor, except final bill.
- (ii) The amount of any bill can be adjusted against dues to Mormugao Port Trust on any other dealings with the Mormugao Port Trust.

**27) FACILITIES FOR WORKERS OF OTHER AGENCIES:**

Contractor shall take care to see that his work does not, in any way, hamper the concurrent progress of works of the other agencies in and around the existing site of work, laying of cables or any other work, which will be awarded during currency of this contract. The contractor, shall

accord all facilities to various agencies / contractors such as place for storing their material place for site office, etc. in consultation with the site Engineer and carry out his activities in close co-ordination with all agencies.

- 28) The contractor shall have EPF and ESIC Registration No. of the firm and shall contribute towards Employees Provident Fund (EPF) and submit the copy of the same along with the details in the prescribed format while submitting bills.
- 29) The work shall be carried out without disturbing the operation of Port or other agencies working in the area.
- 30) The contractor should specially note that there should not be any disturbances to the MPT Staff's working in the Department and also take necessary steps to prevent noise, dust pollutions etc. in the Office.
- 31) Tenderers are advised to inspect and ascertain themselves the nature and the extent of work involved and also obtain all clarifications they may require before filing in the tender.
- 32) Tenderers are required to sign date the Schedule of quantities and Rates and the form of tender and fill in all the particulars and details called for therein. Unsigned tenders, without the details called for are liable for rejection.
- 33) The Tenderer 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.
- 34) The Contractor's field staff shall be fully experienced in the operation and maintenance of similar designated works,
- 35) It shall be specifically noted that the contractor is expected to mobilize the required equipment and experienced work force required to execute and complete the entire work included in the contract well within the stipulated period,.
- 36) The tender shall be without conditions or variations. 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 work and name of tenderer. If any conditions stipulated by the tender are found in single cover containing tender documents (Volume I & II) the same will not be considered and treated as withdrawn by the tenderer.

- 37) After completion of the day's work/contract period the contractor shall clean and clear the work site to the satisfaction of the Chief Engineer or his site representative and submit the necessary report to Asst. Engineer.
- 38) The contractor has to execute an agreement with the Port as per tender. The stamp paper and other expenditure incurred by us for preparation of the agreement will be recovered from contractor's bill.
- 39) Before commencing the work on site, contractor has to take requisite permission from the Labour Enforcement Officer, Labour Commissioner, municipality, other local agencies/ authorities etc. and also required to furnish monthly returns about the number of employees employed for the operations/maintenance.
- 40) The rates quoted by the tendered shall hold good for period of contract.
- 41) The work has to be carried out from 8.00 hrs. To 13.00 hrs. 14.00 hrs. to 17.00 hrs in a day. During the above period the contractor shall arrange cleaning as specified without causing inconvenience to the office.
- 42) The contractor shall not be entitled for payment on the day when the cleaning operations have not been carried out at any specific building and on such occasions, the Mormugao Port Trust shall be free to recover from the contractor's bill at pro-rata basis as per quoted amount or the amount actually incurred for carrying out the work either departmentally or through any other agency.

The successful tendered shall be required to enter into an agreement with Mormugao Port Trust immediately after acceptance of the tender. The cost of stamp paper for the agreement shall be borne by the successful tenderer.

- 43) Water required for cleaning the toilets, wash basins and urinals, etc. would be supplied free of cost by the Mormugao Port Trust subject to availability. If the same is not available, contractor should make his own arrangements to bring the required quantity of water for cleaning toilets etc. and cost of water will be borne by the contractor. In any event, no excuse for delay in specified work, or no claim of any sort, whatsoever, will be entertained on account of inadequate/intermittent short supply of water.
- 44) 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.

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.

45) LIST OF MATERIALS TO BE SUPPLIED BY THE CONTRACTOR FOR EVERY THREE MONTHS.

sr no	Particulars	Qty	Remark
1	odopic powder(1 Kg pack)	21 kg	Consumable for three months
2	Dettol Hand cleanser (250 ml)	10 nos	Consumable for four months
3	Harpic (500 ml )	6 Bottle (500 ml)	Consumable for three months
4	Perfumed phenyl	150 Lit	Consumable for three months
5	Naphthalene balls	6 Kg	Consumable for three months
7	Air Freshners (odonil)	10 nos	Consumable for four months
9	Wash basin brush	3 nos	Consumable for six months
10	Plastic broom	4 nos	Consumable for four months
12	Plastic dust collecting scoop	3 nos	Consumable for one year
13	Buckets	3 nos	Consumable for four months
14	Toilet brush	4 Nos	Consumable for six months
15	plastic mugs	4 nos	Consumable for six months

Note- 1)Above quantities are minimum should be procured,if more quantities are required ,contractor has to arrange to procure the same without extra cost.

2 If any quantity of material remains unconsumed after three months, the Same will be port property and should be handed over to Engineer In charge.

3) Every three months fresh stock of above material to be procured.

46) The following record shall be maintained:

- 1) Muster Roll.
- 2) Register of wages.
- 3) Wage slip to all the labourers.
- 4) Material Register (stating total received, daily consumption & balance.

- 5) Complaint registers.
- 6) Site Instruction Book in Triplicate.
- 7) Job card is to be maintained in each toilet and shall be signed every occasion once toilet is cleaned.

47) The Tenderer's supervisory staff shall be fully experienced in this type of work and all safety precautions should be taken and the work will have to be carried out under their supervision.

48) RECOVERY/ PENALTY:

- a) Minimum four sanitary sweepers to be deployed at Administrative Office Bldg. MPT for sanitary works for all four floors. Out of four, one sanitary sweeper to be deployed exclusively for HOD's toilet cleaning. For absence of sanitary sweeper, deduction @ Rs. 800/- per day on that particular day will be implemented.
- b) Contractor should ensure that proper cleaning of toilets daily, accordingly signature from the authorized officials to be obtained for the work done in A.O. Bldg. from each office/ divisions. Specimen signatures for signing the work done will be given to contractor at the commencement of contract work. The reporting/ submission of details of work (daily performance sheet) shall be submitted to the section office.
- c) If reporting/ Submission of details of work carried out certified by the users is not done to the section office, deduction @ Rs. 100/- per day on that particular day will be implemented.
- d) If satisfactory cleaning is not done for three consecutive days, then action deemed fit will be initiated by the department.
- e) Purchase bills/ challans of material for minimum stock for three months period shall be submitted regularly.
- f) All Port Holidays are applicable to this contract work. If Engineer in Charge requests the contractor to work on certain holiday, contractor has to arrange for deploying the people for work & same day shall be considered for payment.

49) The contractor shall maintain the entrances of the toilets including dado portion of the toilets/bathrooms in clean & hygienic condition by washing with detergent daily including removal of cobwebs. The contractor also has to clean toilets of Officers' club and HRD centre at Headland as and when required.

50) The special instructions given above shall prevail over those stipulated elsewhere in the tender documents forming part of the contract. The printed set containing the instructions of Tenderers, the General Conditions, Additional Conditions and Specifications forms an integral part of the tender document.

CHIEF ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO. CE/14 /2018

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of  
310 working days (2018-2019).**

**SCOPE OF WORK**

1. Deployment of adequate number of Sanitary Sweepers.
2. Cleaning and up keeping of toilets, bathroom, urinals, wash basins, and wash places, drinking water places and points etc. twice a day.
3. Cleaning of toilets should be done twice in a day within 7.00 -13.00 hrs. & 14.00-17.00 hrs. Cleaning of toilet blocks consists of urinals, WC, wash basins, floor, dado with detergent powder like Vim, Biz, harpic, phenol, removal of stains using Hydrochloric Acid, placing minimum 3 nos. of naphthalene balls in urinal basin and 2 (Two) No. in wash basin etc.
4. Providing safety equipment's like Gum boots, Gloves to all the workers etc. are to be strictly complied with.
5. Necessary supervision from contractor's end to be arranged along with reporting to section office.

SUPERINTENDING ENGINEER



An ISO 9001:2015 PORT

MORMUGAO PORT TRUST  
ENGINEERING (CIVIL) DEPARTMENT

TENDER NO. CE/14 /2018.

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).**

**DIRECTIONS TO TENDERERS FOR FILLING**  
**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 named.
2. The Percentage Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule should be noted and the item 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 end 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 for item rate, they are required to add or deduct the amount due to this percentage, as the case may be and work out the final figures (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 Tenderers initials, will render the tender liable for rejection.

XEN(AC)



An ISO 9001:2015 PORT

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

**TENDER NO. CE/14/2018.**

**Sanitary cleaning works in A.O. Bldg. at Headland for a period of 310 working days (2018-2019).**

**SCHEDULE OF QUANTITIES & RATES**

Item 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.	<p>Sanitary cleaning works in A.O. building such as cleaning of toilets on daily basis between 7.00 hrs to 12.00 hrs. and 14.00 hrs. to 17.00 hrs , inclusive of WCs, bathroom floors and dado, urinals, wash places and drinking water points, cleaning using detergent powder like odopic/harpic, including removal of stains, putting minimum 2 nos. of naphthaline balls in all urinals and 2 nos. of naphthaline balls in wash basins, removal of cobwebs, cleaning ventilators, glass panes, etc. complete.</p> <p>Note: 1) All the toilets to be cleaned twice in a day and if required arrangements to be made to clean as and when required in AO Bldg. , HRD centre and Officers' club. Signature of user department is to be obtained every day after cleaning by sanitary health worker .</p> <p>2) 4 Sanitary Health Workers to be deployed on day to day basis including all Saturdays , but excluding Sundays and Port Holidays .</p>	310	Day	2506.00	776860.00



Note: Please refer clause No. 43 a, b & c of additional General conditions of Contract for penalty.

**TOTAL AMOUNT OF TENDER INCLUSIVE OF ALL TAXES**

**(except GST) "A" =**

**Rs.7,76,860.00**

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. \_\_\_\_\_

TOTAL QUOTED TENDER AMOUNT INCLUSIVE OF ALL TAXES BUT EXCLUDING G.S.T IN FIGURES-----IN WORDS

\_\_\_\_\_

NAME AND ADDRESS OF TENDERER :-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF  
TENDERER

Date : \_\_\_\_\_

Place: \_\_\_\_\_

NOTE: TENDERER SHOULD SCORE OUT EITHER "ADD" OR "DEDUCT" AS THE CASE MAY BE

**LIST OF MATERIALS TO BE SUPPLIED BY THE CONTRACTOR FOR EVERY THREE MONTHS.**

sr no	Particulars	Qty	Remark
1	odopic powder(1 Kg pack)	21 kg	Consumable for three months
2	Dettol Hand cleanser (250 ml)	10 nos	Consumable for four months
3	Harpic (500 ml )	6 Bottle (500 ml)	Consumable for three months
4	Perfumed phenyl	150 Lit	Consumable for three months
5	Naphthalene balls	6 Kg	Consumable for three months
7	Air Freshners (odonil)	10 nos	Consumable for four months
9	Wash basin brush	3 nos	Consumable for six months
10	Plastic broom	4 nos	Consumable for four months
12	Plastic dust collecting scoop	3 nos	Consumable for year
13	Buckets	3 nos	Consumable for four months
14	Toilet brush	4 Nos	Consumable for six months
15	plastic mugs	4 nos	Consumable for six months

- \_Note-
- 1) Above quantities are minimum should be procured, if more quantities are required, contractor has to arrange to procure the same without extra cost.
  - 2) If any quantity of material remains unconsumed after three months, the same will be port property and should be handed over to Engineer In charge.
  - 3) Every three months fresh stock of above material to be procured.



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

**FORM OR BANK GUARANTEE FOR SECURITY DEPOSIT**

1. In consideration of the Board of Trustees of Mormugao Port Trust (Here in after called 'THE BOARD') having agreed to exempt from \_\_\_\_\_ (Hereinafter called 'The said Contractors') from the Board \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ and (Hereinafter called "The Said Agreement") of Security Deposits for the due fulfillment by the said contractor of the term 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 account 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 far 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 Board 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). 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 authorized 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 \_\_\_\_\_ 2018



An ISO 9001:2015 PORT

## 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.	<b>GST</b> Registration Number	:	
14.	<b>GST</b> Registration Code	:	
15.	CST Registration Number	:	
16.	Employee Provident Fund (EPF) Registration Number	:	
17.	Employee State Insurance Scheme (ESIS) Registration Number	:	
18.	IFSC Code	:	

<b>Sr No</b>	<b>Particular</b>	<b>Mormugao Port Trust</b>	<b>Data Required</b>
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.	AA30617001663 N	
9	Provisional ID	30AAALM0293P 1ZY	
10	GST No.	To be allotted	
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?	No.	

	(Yes or 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.	AAALM0293PST 001	
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	<a href="mailto:facao@mptgoa.com">facao@mptgoa.com</a> 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: \_\_\_\_\_ )