



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

**TENDER NO: CE/68/2011**

**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 SR. ASST. SECRETARY

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- B 1. Name of work **Housekeeping of Offices,  
Rest Rooms, etc., in MOHP &  
Harbour area**
2. Cost of Tender set Documents : Rs.2,000/-
3. Date of issue of Tender Documents :From 12/08/2011  
To 23/08/2011
4. Date of receipt of tender and time. :24/08/2011 at 3.00 p.m.
5. Amount of E.M.D. :Rs.20,000/-
6. Date of opening of tender and time. :Opened by us on  
24/08/2011 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. :Item 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. :

\_\_\_\_\_  
**SR. ASST. SECRETARY**

\_\_\_\_\_  
**SIGN. OF CHIEF ENGINEER**



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

**TENDER NO: CE/68/2011**

**Name of Work: Housekeeping of Offices, Rest Rooms, etc., in  
MOHP & Harbour area.**

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

1. Tenderers are required to fill in Item wise Rate as specified in the bill of quantity in the space provided for the purpose otherwise their tender will not be considered.
2. Quantity of each item of work mentioned in the Schedule should be noted and the 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.
3. The rate quoted should be inclusive of all items of works proposed under Additional General Conditions of Contract above and as per annexures.
4. The Rate quoted 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/68/2011**

Name of Work: **Housekeeping of Offices, Rest Rooms, etc., in  
MOHP & Harbour area.**

**SCHEDULE OF QUANTITIES & RATES**

Item No.	Appx. QTY	ITEM	RATE Inclusive of ST & GT (in figures and words) Rs.	PER	AMOUNT Inclusive of ST & GT Rs. (2 X 5) (in figures and words)
1	2	4	5	6	7
1.	12.00	Housekeeping of office premises staircase, passage, open terraces, surrounding area of the building (approx. 3m width), rest rooms, toilets, (as per annexure-II and as mentioned below) including all the W.C.'s urinals, wash basin etc. in the toilet blocks by scrubbing using vim powder etc. including removal of stains if any by using dilute HCL/Harpic including disinfecting with phenol of approved make in proportion specified by the manufacturer, including providing naphthalene balls 3 nos in urinals & 1 no. in wash basin and replacing the same every fortnightly, including removal of choke ups if any including sweeping and mopping of office/ rest room floor area using phenol in the proportion specified by the manufacturer, cleaning of fans, tables window glasses, removal of cobwebs and disposal of the swept material to the nearest dust bin as directed. All Labour & material etc. complete. <b>Note : For itemwise cleaning frequency please refer to 'scope of work'</b>		Month	

		<b>A- MOHP canteen toilet.</b>			
		MOHP Canteen (Toilet area, wash place etc. 16m <sup>2</sup> )			
		Old Receiving office (office and toilet area -135.00 M <sup>2</sup> )			
		Shift in charge room (office & toilet area - 190.00 M <sup>2</sup> )			
		Port users building 2 <sup>nd</sup> Floor (Office & toilet area- 238.00 M <sup>2</sup> )			
		Receiving rest room & first aid post (rest room & toilet area- 299.00 M <sup>2</sup> )			
		Substation 'A' (toilet & Office area- 20.00 M <sup>2</sup> )			
		MOHP workshop (office, toilet & workshop area- 450.00 M <sup>2</sup> ) near Sub station A			
		Electric house at DH-11 (Office, rest room & toilet area- 639.00 M <sup>2</sup> )			
		Public wash place near D.H.No. 9 (area -13.00 M <sup>2</sup> )			
		Fire monitor building (Office, rest room & toilet area – 639.00 M <sup>2</sup> )			
		Toilet block at berth No.9 (area – 2.00 M <sup>2</sup> )			
		CCP building & substation B (Toilet & office area- 379.00 M <sup>2</sup> )			
		Public wash place near D.H.No.9 (area – 1238.00 M <sup>2</sup> )			
		Electric house 15 (area – 48.00 M <sup>2</sup> )			
		Electric house 16 (area- 23.00 M <sup>2</sup> )			
		Port craft jetty bldg (toilet & office area- 1238.00 M <sup>2</sup> )			
		Old CME's bldg. (toilet & office area 1238.00 M <sup>2</sup> )			
		CISF & customs office at gate No. 2(toilet & office area – 90.00 M <sup>2</sup> )			
		Custom Marine office (toilet & office area – 90.00 M <sup>2</sup> )			
		Fire station (toilet & office area- 505.00 M <sup>2</sup> )			
		Substation behind Fire station (toilet& office area – 404.00 M <sup>2</sup> )			

		<b>B- HARBOUR AREA</b>			
		1. Shopping Complex (toilet area- 613 M <sup>2</sup> )			
		2. Old AO bldg canteen premises			
		3. Office at Gate No.1 (CISF, customs & traffic dept.) (toilet & office area- 90.00 M <sup>2</sup> )			
		4. PUC bldg at Hr. (Coast guard & CHLD office- toilet & office area – 602.00 M <sup>2</sup> )			
		5. CHLD bldg. at Hr.(Toilet & office area- 1019.00 M <sup>2</sup> )			
2	10.00	Cleaning of the septic tanks & inspection chambers of sludge and other waste materials collected, transporting the sludge & other waste materials outside the MPT areas, making the area clean including lifting the cover slabs & placing them back in position after the removal of choke up, making them airtight with c.m. 1:5 proportion, etc. All labour & material, T & P etc complete. NOTE: The toilets / septic tanks are in MOHP & Harbour areas and the contractor should operate this item as and when directed and the rate should be for one trip of 8m <sup>3</sup> of night soil tanker.		No.	
3	10.00	Cleaning of the soak pits of laterite boulders & refilling the same including supplying & filling new boulders of porous nature as approved by the department including removal of any choke ups & cleaning the pipe leading to the pit, transporting the waste materials outside the MPT areas as suggested, making the area clean including lifting the G.I. sheet cover /R.C.C. & placing them back in position after cleaning of the area, making them airtight with c.m. 1:5 proportion, etc. All labour & material, T & P etc complete.		No.	

4	4.00	Cleaning of all the water tanks in MOHP & Harbour area by removing all the water & cleaning of accumulated mud as directed, making the area clean including removing the tank covers & placing them back in position after cleaning of the tank once in 6 months including writing the date of cleaning and due date on the water tanks with synthetic enamel paint. All labour & material, T & P etc complete.		Occasi ons.	
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N.B. Please refer following clauses of Additional General Conditions of Contract.

Clause No.3: Scope of work

Clause No.5: Recovery towards work not carried out

Clause No.9: Deployment of labour

Clause No.11: Recovery towards shortfall of materials.

Clause No.13: List of materials to be utilized for month.

Total amount in figures Rs. \_\_\_\_\_

Total amount in words (Rupees \_\_\_\_\_ only)

It is certified that I / we have written the unit rates in figures and words.

Name and Address of the Tenderer

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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