

OFFICE OF THE EXECUTIVE ENGINEER,  
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**Ref No.: EE/400kV/RS(O&M)/DN/KHR/E-enquiry/273****Date : 27.06.2025**

**Sub:** E-enquiry for work of housekeeping and garden maintenance work in the premises of 400kV Kharghar.

Dear Sir,

Sealed & superscribed item rate quotations are invited on percentage basis for the work of housekeeping and garden maintenance work in the premises of 400kV Kharghar on or before 04.07.2025 upto 11:00 Hrs. on following term and conditions: -

**TERMS AND CONDITIONS:-**

1. Sealed Quotation should contain following documents certificates as a proof of qualifying pre-requisites,

a	The bidder should be registered under GST Act.
b	GST Returns: The Bidder shall submit the copy of GST returns for the last Financial year from the last day of month previous to the one in which Tenders are invited.
c	<b><i>The Bidder should have the experience for work of housekeeping and garden maintenance work or similar nature in state transmission utility/ in any authorized Power Sector Utility.</i></b> Bidder has to submit the experience for above mentioned work with satisfactory/successfully work completion certificate along with order copy signed by the authority of the rank of Executive Engineer or above in MSETCL or equivalent shall be submitted I) Bidder should have executed the mentioned work as follows: a) Single completed Work Orders each having amount of <b>at least 80%</b> of the estimated amount, <b>Or</b> b) Two completed Work Orders each having amount of <b>at least 50%</b> of the estimated amount <b>Or</b> c) Three completed Work Orders each having amount <b>at least of 40%</b> of the estimated amount. II) Notwithstanding anything stated above, the owner reserves the right to assess the bidder's capability and capacity to perform the work.
d	The bidder shall submit the copy of PAN card along with bid.
e	Income Tax Returns: The Bidder shall submit the copy of Income Tax returns for the last three Financial year, from the last day of month previous to the one in which Tenders are invited (i.e. F.Y. 2021-22, 2022-23 & 2023-24).
f	Undertaking to be submitted by the Bidder declaring that Bidder is not Debarred/Blacklisted by Government/Semi-Government/Other Power Utilities as per attached ANNEXURE-G
g	Undertaking to be submitted by the Bidder declaring that Technical documents submitted against Tender are True as per Annexure H. (The Bidder should submit the proforma of undertaking on Rs.500/- Non Judicial Stamp Paper of Govt of Maharashtra)

**And price bid document as stated in Schedule 'A'.**

## **General Terms and conditions :**

### **1.Scope of work:**

a] The details regarding the work to be executed as per Annexure “A” will be informed to you by the respective section in-charge with particulars of locations and nature of work etc. You will have to execute the work as per instruction and under the supervision of concerned In-charge. Work time sheet should be maintained.

b] Work should be carried out as per P.W.D.& MSETCL's works and specifications.

c] Material used should be of good quality.

d] No Tools will be provided to you. All manpower as well as T&P and all cleaning material required for the job will be arranged by you. The cleaning work includes providing of all cleaning aids, such as brooms, vacuum cleaner etc. and also cleaning agents, such as phenol, acid, tar acid balls, bleaching powder, liquid soap etc. of good quality and standard make.

e] You will have to make your own arrangement for the transportation of your labours & materials.

f] All the cleaning material needs to be replenished regularly.

**2.Period of contract:** You are entrusted to carry out work for the period from date of issue of LOA to 31.03.2026.

**3. Penalty:** If the work is not carried out on any day except Sundays you will be liable for penalty @50% of the daily rate in addition to deduction of proportionate daily charges.

**4. Submission of bills:** After the completion of the work as per work order you will have to submit the bills in triplicate in the name of EE, 400kV R.S. (O&M) Division, Kharghar along with the attendance and receipt of actual payment made to the contractual employees for previous month, GSTR1 and GSTR3B.

### **5. Payment:**

a) 100% Payment for the material & the work actually carried out will be given to you within reasonable time on monthly basis against submission of bills in triplicate which are duly certified by this office after completion of work [after deducting Income tax, GST TDS, Labour Cess (if applicable) & all other applicable taxes at prevailing rates].

b) Any amount which becomes payable by agency to the Company under this order can be deducted by the Company from any amount or any amount dues on agency. The amount of security deposit paid by the agency will also be adjusted against such payments.

PAN, GST No. & Tax Invoice are to be mentioned on your bill so as to avoid delay in payment.

**6.** Work should not be carried out in Electrically Live AREAS before carrying out work it should be ensured that live lines/equipment are completely isolated from mains as per I.E. rules.

**7.** Separate and sufficient manpower should be engaged for each for Housekeeping and Garden Maintenance work.

**8.** All the labours should be issued permanent identity cards from agency's end and it should be produced as and when demanded by MSETCL Officers.

**9.** Duty hours of the engaged labours should not be more than 08 hrs per day for a particular employee and will be governed by shops and establishment act 1948 and no overtime will be paid by MSETCL under any circumstances for any extra work / services.

**10.** The employees/labours deployed for this work should be polite in behaviour. They should be on duty with neat and clean clothes or the dress provided by the contractor, should be obedient and free

from any kind of bad habits. In case anything wrong is found they shall be immediately discontinued.

**11.**The contractor will have to provide the permanent and temporary address with photographs, preferably photocopy of ADHAR CARD of the employees/labours deployed under this contract.

**12.**The agency should get police verification of all employees and submit the report it to this office within 1 month from the date of employment.

**13.**The contractor should ensure that his/her staff uses the requisite safety equipment and it will be contractor's responsibility to issue them to his employees. First Aid Box as a Safety measure should be maintained. The MSETCL shall not be responsible for injury or death of agency's labour during the course of work. In such cases, it will be contractor's entire responsibility to pay the compensation as per the 'Workmen's Compensation Act, 1923' and rules made thereunder. The contractor will be solely responsible for compensation or medical treatments etc. The contractor will discharge all the liabilities arising out of such accident. If the contractor fails to pay the same, it will be recovered from contractor's bills and will be paid to the concerned persons or his dependent/heirs/Govt. Authority etc. as required under the rules and regulations, provided the amount is less than the Executed value of the order. All the labours should be duly insured against such eventualities. Before beginning of work, the contractor should submit valid third party insurance policy document to the Executive Engineer or his representative.

**14.** The contractor shall be responsible for all the liabilities as per statutory requirements for the labour/workers employed by him/her for the said work. MSETCL does not take any risk and will not pay any compensation for fatal/non-fatal accidents while carrying out the work in respect of persons/accessories/vehicle deployed by the contractor for the work and the contractor shall indemnify MSETCL in the event of any untoward incident till the completion of the work.

**15.** This order does not confirm any right to your labours to be absorbed in company's services.

**16.** The contractor shall instruct all his employees and labor to exercise utmost care and precaution while execution of the work. If any damage is done to MSETCL's property including electrical cable, water line, internet line, etc., the same shall be made good immediately by the contractor to the satisfaction of the Engineer-In-Charge, else the amount to get the damage rectified along with the penalty will be deducted from contractor's bill. In that case, the decision of the undersigned will be final.

**17.** All statutory rules and regulations of MSETCL work contract are also applicable for this order.

**18.** The undersigned reserves right to terminate the contract by giving 08 days' notice without assigning any reason thereof. Further during the execution of work, if it is found that the quality of material and workmanship is not as per our satisfaction, the work will be carried out by other agency at the cost of the contractor and the S.D. in that case will be forfeited by MSETCL.

**19. Insurance:** Agency should obtain Third party insurance policy of sufficient amount to cover the compensation arising out of accidents/loss to his labours, machinery, etc. If not obtained, 1% of contract amount will be deducted from agency's bill.

**20. Indemnifying MSETCL:**

The contractor shall insure all his personnel, tools and plants, etc. and shall also take a third party liability cover to indemnify MSETCL of all liabilities which may come up due to any act or omission on the part of contractor and cause harm/damage to the representative of MSETCL/other contractor or all or anybody rendering service to MSETCL or is connected with MSETCL's work in any manner whatsoever. The contractor shall necessarily indemnify MSETCL in all these respects and the indemnifications and insurance policy shall be to the approval of the Executive Engineer, 400kV RS O&M Dn., Kharghar.

The policy should cover the injuries/death occurring due to any mishaps under the execution of this work. Irrespective of the value of the policy, the contractor shall indemnify MSETCL for all liabilities.

**21 Security Deposit:** Security Deposit of 5% of the Total value of the order including GST, should be paid before taking the work in hands. The Order will be issued after receipt of SD from the agency; which will be refunded after satisfactory completion of the order. If you wish to deposit SD in the form of DD/Online transfer, it has to be made directly to the Office of the Executive Engineer, 400kV RS O&M Dn., Kharghar in the name of Executive Engineer, 400kV RS O&M Dn., Kharghar. If the SD is to be submitted in the form of BG/FDR, it is to be drawn in the name of Executive Engineer, 400kV RS O&M Dn., Kharghar and submitted to the Office of the Executive Engineer, 400kV RS O&M Dn., Kharghar. In the event of unsatisfactory performance of the order this amount shall be forfeited.

**22. Agreement:** Agreement for the work on stamp paper of Rs.500/- is to be submitted. Until the agreement is executed, the MSETCL will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the order. The necessary stamp duty for the agreement shall be borne by the contractor.

**23.** In case of any dispute regarding any clause of the work order or works, the decision of the undersigned will be final and binding on the agency.

**24.** The order, or any part thereof shall not be assigned, transferred or sub-let without the prior written permission of the undersigned. Even if such permission is granted, it shall be the responsibility of the Principal contractor to whom the work order was originally issued, to execute the works as per the terms of the order.

**25.** Agency will be covered under standard terms and condition contained in MSETCL Tender and contract for the works. Also, regulations and provision of Indian Electricity act and other prevailing Govt. rules will be applicable to this order & the same will be binding on contractor.

**26.** In case of disputes arising from this work contracts the legal proceedings shall be subject to Alibaug Dist. Raigad Court's jurisdiction.

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Executive Engineer,  
400kV RS O&M Division Kharghar

**Annexure 'A'**

<b>Sr.No.</b>	<b>Scope of Work</b>	<b>Frequency</b>
1	Maintenance of complete Garden area in the 400kV Kharghar Substation premises including maintaining & developing trees, plants, spreading of manure & fertilizers along switchyard roads from Main Gate. Supplying required tools, pesticides, fertilizers and removing weeds & other unwanted wild growth, periodical watering, weekly supervision to give instruction to gardener regarding trimming, nursing, grooming of plants and lawn, protecting the plants from animals etc.	Once Daily
2	Sweeping and Mopping with water & Phenyl all cabins and all sections. i. Control Room Building with all offices in it & premises ii. Store Premises Shed iii) Main road from Control Room Bldg. to Entry Gate iv) HVWS Pump Room v) Hot Line Unit office & premises vi) 33kV GIS room vii) Civil office and construction subdivision office viii) Residential colony in the premises of 400kV Kharghar	Once Daily
2	Cleaning of floor (This includes floors and passages also) should be thoroughly swept, if necessary by using vacuum cleaner so as to clean the corners and inaccessible spots. 1) Control Room - Twice a week. 2) All Offices - Thrice a week. 3) E.E.'s Cabin - Thrice a week. Locations where room refreshners to be kept and replacement will be decided by Engineer in charge, 400 kV R.S.(O&M)Dn., Kharghar.	(before 10:00 AM or after 6:15PM)
3	Cleaning of all window panels, cupboards, shelves and all portions with wet duster to keep them dust and stain free. Cleaning of all cabins and curtains with vacuum cleaner.	Once Daily
4	Cleaning of toilets with acid, bleaching powder and phenol and totally spotless and odorless. Replacing the tar acid ball / cubs frequently as necessary. Room refreshners should be used of standard quality such as Balsara / Odonil only.	Once Daily
6	Cleaning of all Fans , Racks, Cupboards	Twice in month
8	Dustbin is to be emptied daily and the garbage dumped at the spot decided by M.S.E.T.C.L., Kharghar.  In the following office premises, the room refreshners are to be provided once in a month, as follows: 1) Control Room Building with all offices in it & premises- 20 Nos. 2) Hot Line Office-03 Nos. 3) Store Premises shed-02 Nos. 4) 33kV GIS room-02 Nos. 5) Civil office and construction office-5 Nos	Once Daily

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Executive Engineer,  
400kV RS O&M Division Kharghar

### Schedule 'A'

**Sub:** Work of housekeeping and garden maintenance work in the premises of 400kV Kharghar.

Sr No	Description	Qty	Uni	Ex-work Rate	Amount
1	Maintenance of complete Garden area in the 400kV Kharghar Substation premises including maintaining & developing trees, plants & spreading of manure & fertilizers along switchyard roads. Supplying required tools, pesticides and removing weeds & other unwanted wild growth, periodical watering, weekly supervision to give instruction to gardener regarding trimming, nursing, grooming of plants and lawn, protecting the plants from animals etc.	12	Month	18734.51	224814.12
2	Supplying manure 1 time in a year or as and when required	2	brass	3827.12	7654.24
3	Cleaning and sweeping at 400 kV R.S.(O&M) Dn., Kharghar along with the supply of required cleaning materials and to provide room refreshers once in month at various spots	12	Month	13637.57	163650.80
				<b>TOTAL</b>	<b>396118.36</b>
				<b>GST @18%</b>	<b>71301.30</b>
				<b>Grand total</b>	<b>467420</b>

**The estimated cost is Rs.Four Lakh Sixty Seven Thousand Four Hundred Twenty Only.**

**The bidders have to quote above/below/At par in % in respect of above Estimated Amount.**

1. -----% Below ( In words -----) of the above total estimated cost.
2. At Par ( In words -----) of the above total estimated cost.
3. -----% Above ( In word-----) of the above total estimated cost.

Dated Signature of Contractor with Seal

Name -----

Address -----

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**Executive Engineer,  
400Kv R.S. (O&M) Dn. Kharghar**

## ANNEXURE-H

### UNDERTAKING

(This undertaking should be signed and sealed by the bidder)

#### Undertaking to be submitted by the Bidder declaring that Technical documents submitted against Tender are True

I ..... age  
.....address.....  
..... (Authorized signatory to offer bid & sign this contract), hereby submit, vide this affidavit in truth, that I am the sole owner / authorized signatory of the firm  
.....  
.....which is bidding for this Rfx. No. .... published by The Executive Engineer, 400kV Kharghar and I am submitting the documents – Technical & commercial – for the purpose of scrutiny of this bid.

I/We hereby declare that I/We is/are participating in MSETCL's Tender No.-----

As on date of submission of this Tender, I/We hereby declare that My Firm/We is/are submitted Technical documents which are true & not False or forged.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are submitted Technical documents are forged or Not true then, My/Our Offer is liable for rejection at any stage of Tendering process as per Tender Conditions.

Further, I/We hereby understand and agree that in case My Firm/We are submitted Technical documents are forged or Not true then, My/Our Order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

I hereby agree that :-

1. I am liable for action under Indian Penal Code for submission of any false / fraudulent paper / information submitted with this offer.
2. I am liable for action under Indian Penal Code if during contract period and defect liability period, any false information, false bill of purchases supporting proof of purchase, proof of testings submitted by my staff, subletting company or by myself, I will be liable for action under Indian Penal Code.
3. I am liable for action under Indian Penal Code if any of the document / paper are found false / fraudulent during contract period and even after the completion of contract ( finalization of final RA bill ).

Authorized Signatory

Note: The annexure H Shall be preparing on Rs 500/- Stam Paper and original shall be submitted within 3 day from technical opening

**Annexure -‘G’**  
**(As per circular No. MSETCL/E.D.(Trans)/1312 dt. 20.02.2020)**

**Undertaking to be submitted by the Bidder declaring that Bidder is not Debarred/Blacklisted by Government/Semi-Government/Other Power Utilities**

I/We hereby declare that I/We is/are participating in MSETCL's Tender No. -----

As on date of submission of this Tender, I/We hereby declare that My Firm/We is/are not Debarred/Blacklisted by Any Government/Semi-Government/Other Power Utilities, anywhere.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are Debarred/Blacklisted by Government/Semi Government/Other Power Utilities, anywhere, My/Our Offer is liable for rejection at any stage of Tendering process as per Tender Conditions.

Further, I/We, hereby understand and agree that in case My/Firm/We, are Debarred/Blacklisted by Government/Semi-Government/Other Power Utilities, anywhere, My/Our order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

**Yours Faithfully,**

**Authorized Signatory**  
**Seal of the Firm**