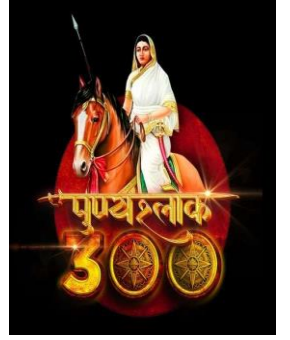




**MAHARASHTRA STATE ELECTRICITY
TRANSMISSION CO. LTD.**
(Government of Maharashtra U/T)
CIN No. U40109MH2005SGC153646
**From: Name of Office: EXECUTIVE ENGINEER,
EHV PROJECT DIVISION-II, PUNE**
**Office Address: Administrative Building, 1st Floor, 925, Kasba
Peth, Pune – 411 011**
**Contact No.: FAX NO. (020) 245 70 525 &
\ PHONE NO. (020) 245 70 676**
E-Mail Id : ee6620@mahatransco.in



Ref.No.EE/EHV/Project/DN-II/PN/No. 847

Date:24.07.2025

Sub : E-Enquiry for outsourcing of services for housekeeping, upkeeping, cleaning and conservancy works at EHV Project Div-II Pune.

Sir,

Sealed and Superscribed quotations are invited so as to reach this office on or before **31.07.2025 upto 18:15 hrs** for the above work as per enclosed **Schedule 'A'**. You are requested to quote your reasonable rate for the above work. The terms and conditions are as follows.

1. The period of the contract shall be 12 months from the handing over of the site.
2. The labour should have clear antecedents & should not have been involved in any criminal case etc.
3. The labour should be vigilant, alert & respectful & presentable while on duty. They should have good moral reputation & should be free from bad habits like alcoholics, theft etc. The contract labour should have weekly off as per rules.
4. The labour will have to carry out the duty as per instructions of the officer-in-charge.
5. You will be responsible for the payment of the wages, EPF, insurance, compensation, over time & other statutory & other legal liabilities as per the relevant laws.
6. Your offer should be inclusive of all taxes (with GST % mentioned).
7. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost.
8. The contract does not confer any right of employment in Company's Services.
9. Payment will be made subject to availability of funds.

10. The separate sealed envelop for attached Xerox copies of the following is to be submitted mentioning on the top of the envelop "DOCUMENT".

- Valid copy Registration under Shop Act or NOC of Gram panchayat .
- PAN card Xerox
- GST Registration.
- Labour License (if applicable) or undertaking of exemption.
- PF Registration,
- PT Registration
- ESI registration

11. The rates should be quoted on your firms letter head in sealed separate envelop mentioning on top of envelop "Quotation cleaning & up-keeping of office at EHV Projects Division-II,Pune."

12. You will have to pay security deposit equal to 10% of the order amount in this office in Online/by D.D./ B.G./ fixed deposit in nationalized or scheduled bank within 7 days from the date of receipt of this LOI and after which purchase order will be issued at Project Divn-II, Pune. Also,you will have to apply for refund of SD within 6 months of completion of order period otherwise action as per C.O. procedure will be initiated.

13. The contractor shall have to submit an Agreement on stamp paper of Rs. 500/- in the prescribed proforma of the company within 7 days of receipt of work order/LOI.

14. The persons engaged by you must be well trained for above work.

15. **Jurisdiction:** All disputes, differences related to the contract shall be subject to the exclusive jurisdiction of Pune District Court.

16. You should be fully aware of the MSETCL's General Condition for execution of work and same is applicable to this contract also. Any of the condition will not exempt you from your liability to be abiding by the same.

17. Right to reject any or all offers without assigning any reasons are reserved with undersigned.

Thanking you.
Encl: Schedule A

Yours faithfully,

Sd/-
(Abhijeet Kahalekar)
Executive Engineer
EHV Projects Div-II,Pune

Sub : E-enquiry for outsourcing of services for housekeeping, upkeeping , cleaning and conservancy works at EHV Project Div-II Pune.

SCHEDULE 'A'

Sub : Enquiry for outsourcing of services for housekeeping, up-keeping, cleaning and conservancy works at EHV Projects Dn-II , Pune.

Sr. No.	Particulars	Qty (Months)	Rate (Rs.)	Amt. (Rs.)
1	<p>(i)Daily cleaning & sweeping of EHV PD-II, Pune by brooming, dusting of chairs & tables daily, wet moping the entire premises .</p> <p>(ii)Daily cleaning, washing entire area of toilet & washroom pertaining to EHV Project Div-II Pune.</p> <p>(iii)Cleaning & dusting, File rack, Partions, doors, Fans, vaccuming door, window tracks, Windows twice a week including cleaning of any work in EHV Project Div-II Pune premises as directed. Also, disposing of unwanted substance in the suitable office place out side premises of EHV Project Div-II Pune office in a week</p> <p>Note:</p> <p>1.Rates to be quotated including the provision of consumable in day to day use like pheonyl, toilet cleaner, liquid soap,hand washers,brooms, micro fibre cloths for furniture cleaning, cotton cloths,dusters, room freshners,urinal disinfectant,Napthalene balls, mops, buckets, brushes, Dust bin bags etc.</p> <p>2. Any other required considering housekeeping hygiene at office premises shall be arranged by the agency.</p> <p>3. Daily cleaning work is to be attended before office hours.</p>	12	7,540.50	90,486.00
2	Cleaning , brooming, of 1st floor staircase, terrace/ gallery attached to this office, on daily basis.	12	3,960.81	47,529.72
Total(Rs.)				1,38,015.72
GST 18%(Rs.)				24,842.83
Total Amount Including all (Rs.)				1,62,859

Sub : E-enquiry for outsourcing of services for housekeeping, upkeeping , cleaning and conservancy works at EHV Project Div-II Pune.

The contractors have to quote above/ below/ At par in % in respect of total amount. The contractor should not quote above/ below/ At par of individual items, such Price bid will be rejected.

1. -----%**Below** (In words-----)of the above estimated Rate.
2. ----- **At Par** (In words-----)of the above estimated Rate.
3. -----% **Above** (In words-----)of the above estimated Rate.

Dated

Signature of contractor with Seal

Name -----

Address -----

Sd/-
(Abhijeet Kahalekar)
Executive Engineer
EHV Projects Dn.-II, PUNE.