

**Office of the Executive Engineer,
MSETCL, Major Stores Panvel ,
Old Mumbai-Pune Road, Bhingari, Panvel, Raigad – 410206
Mob.No.8275215120
Email ID. ee7010@mahatransco.in**

Ref No. EE (St)/ MS/ PNL/~~No~~

0 4 8

ENQUIRY

Date:- **29 JAN 2026**

Sub:- Enquiry for the work of providing daily sweeping/ cleaning services alongwith cleaning materials at office. godown & yard area of Major Stores, Panvel for the FY 2026-27.

Dear Sir,

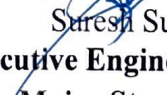
With reference to the above subject, this office invites sealed and super scribed quotations for the following works from reputed contractors/agencies having adequate resources & experience in the execution of similar works. Details of works are as under :

Description of Work	Enquiry for the work of providing daily sweeping/ cleaning services alongwith cleaning materials at office. godown & yard area of Major Stores, Panvel for the FY 2026-27.
Due Date & Time (Hrs.) for submission of sealed and super scribed quotations.	From 30.01.2026 @ 11:00 hrs. to 09.02.2026 @ 11:00 hrs.
Opening of quotations	09.02.2026 @ 12:00 hrs. (If Possible)
Estimated Cost :	Rs. 2,58,845 /- incl. of GST
EMD	Rs. 5,000/-

Please offer your reasonable rates for the subjected work as per schedule 'A' only. The scope of work is also mentioned therein. The complete enquiry document covering detailed Terms & Conditions and schedule 'A' is attached separately.

Thanking you,

Yours faithfully,


Suresh Suradkar
Executive Engineer
Major Stores, Panvel


- Encl.** 1) Schedule "A"
2) Technical Qualifying Requirement
3) Terms & Conditions

SCHEDULE "A"

Subject: Enquiry for the work of providing daily sweeping/ cleaning services alongwith cleaning materials at office. godown & yard area of Major Stores, Panvel for the FY 2026-27.

Sr. No.	Description	Unit	Qty.	Rate (Rs.)	GST @ 18%	Amount Incl. GST
1.	Cleaning & Sweeping Work Two fulltime labours are required for housekeeping, cleaning/sweeping of toilet/bathroom, road cleaning, godown/shed cleaning, water cooler cleaning, unwanted grass/bush removal and Garden maintenance work at store yard area, godown and office under Major Stores, Panvel. (SAP item code : 50020733)	Months	12			
2.	Providing Cleaning Materials All necessary cleaning materials such as Handwash, Duster, Phenyl, No dust Brooms, Coconut Brooms, Napthalene Balls, Floor Mop, Other material like Air Freshner, Buckets, burshes as per requirement shall be provided monthly basis. (SAP item code : 50017040)	Months	12			
	Total Amount Incl. GST					

Note : quantity varies as per actual.


Suresh Suradkar
Executive Engineer
Major Stores, Panvel


TECHNICAL QUALIFYING REQUIREMENTS

- 1) The prescribed form i.e. Schedule 'A' duly signed & filled with rates in words and figures should be sent by in person to the office of the Executive Engineer Major Stores, Panvel.
- 2) Please super scribe the offer with the following details :
 - i) **Quotation for :**
 - ii) **Due date :**
 - iii) **Name of the bidder :**
- 3) Bidder should not submit conditional quotations. Such conditional offers shall liable for rejection.
- 4) **The bidder should submit following self attested documents/certificates with quotation :**
 - 1) Firm details such as name of bidder, firm, email id, contact details, bank details on letter head.
 - 2) Proof of registration of firm under shop & establishment Act.
 - 3) GST registration certificate if applicable. If not applicable then CA certified copy is required.
 - 4) The bidder should provide P.F. Registration (if applicable) otherwise give undertaking of non-applicable.
 - 5) The bidder should submit PAN card copy.
 - 6) The Bidder should submit proof of EMD paid.
 - 7) If bidder comes in category SSI, MSME & if EMD is not applicable, attach the registration certificate. The certificate should be valid on the date of submission of bid and the validity of the same should be certified by the C.A.
 - 8) The bidder should submit the valid Workmen Compensation Policy or ESIC registration certificate.
 - 9) 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.
 - 10) The Bidder should submit the proforma of undertaking ANNEXURE-H. Format of Proforma is as per given in Tender documents.
 - 11) In case of partnership firm or company submit the article of association (if applicable).
 - 12) If JV applicable.....attach the copy of Joint Venture agreement between vendor & joint venture authority duly registered by Sub Registrar Office or notary of that.
 - 13) ITR certificate for last financial year.
 - 14) The bidder should have the experience for similar type of works in power sector or Govt. undertaking such as : a) Housekeeping or cleaning services b) Garden maintenance works c) weed control or rodent control treatments d) AMC of any cleaning works. The bidder should submit experience in the similar works as under :
 - a) Amount of single work order is not less than the 80% of estimated tender amount. OR
 - b) Amount of two work orders each is not less than the 50% of estimated tender amount. OR
 - c) Amount of three work orders each is not less than the 40% of estimated tender amount.

Bidder has to submit latest experience certificate of years 2019 on words for above mentioned works with satisfactorily/successfully completion remark signed by the authority not below the rank of Executive Engineer

The owner reserves the right to review the bidder's performance in MSETCL or any other sector and may accept / reject the offer in part or full accordingly.

- 15) Undertaking to be submitted by the bidder declaring that bidder is not debarred/ blacklisted by government/semi government/ other power utilities. Format of undertaking is as per given in Enquiry Documents.
- 16) EMD:- EMD in lieu of bid security deposit Rs. 5000/- or 1% of estimated cost whichever is higher will have to be paid by the bidder through online mode.
- 5) The rates quoted should be firm and price variation will not be applicable. The offer quoted shall be valid for 120 days. Bidders are requested to please make a note that in case of ambiguous terms in respect of condition, taxes or if the blanks are not filled in, the offer/ quotation shall be liable for rejection.
- 6) The Estimated cost includes all the labour charges, supply of material require for execution of work, tools & plant, GST, Labour cess. So it is requested to quote the rate considering the all above charges.
- 7) Quotation which do not fulfill all or any of the qualifying conditions or are incomplete in any respect are liable to reject.
- 8) Right to cancel any or all the bids/offers without assigning any reason thereof is reserved by the undersigned.


Suresh Suradkar
Executive Engineer
Major Stores, Panvel

TERMS AND CONDITIONS OF CONTRACT

1. NATURE OF WORK :

- **Supply :** All necessary cleaning material such as handwash , Duster, phenyl, No dust Brooms, Coconut Brms 02 Nos., Napthalene Balls (200 gm) , floor Mop , Other material like Air Freshner, Buckets, burshes as per requirement shall be provided monthly basis. The bill of monthly cleaning material shall be submitted along with payment.
- **Services :** **Two fulltime labours** are required for housekeeping, cleaning/sweeping of toilet/bathroom, road cleaning, godown/shed cleaning, water cooler cleaning, unwanted grass/bush removal and Garden maintenance work at store yard area, godown and office under Major Stores, Panvel. The cleaning areas of Major Stores, Panvel includes:
 - a) Administrative office cabin (Executive Cabin, Staff Cabin, Security Guard Front & Backside Cabin & its Premises) - **Daily**.
 - b) Toilet & Bhathroom - **Two to three times daily**.

The office is crowded with daily visitors like truck drivers, crane drivers, mathadi /labours, scrap buyers, other office staffs for goods receipt & issue, so two to three times cleaning of toilet & bathroom are required. There is also a common toilet and bathroom for office staff and visitors so it is important to maintain a healthy and safe office environment throughout the day.
 - c) Main road & office front area = Approx. 1 km - **Daily**
 - d) Large trees are planted along the road and their leaves and branches fall off a lot. also no dumping in outside is feasible. So its disposal is carry out by them. - **Daily**.
 - e) Oil shed & CT & PT Shed - **One time in week**.
 - f) Cleaning of store yard road approx. 3 km - **Two times in week**.
 - g) Security Guard Patrolling Road = 1.5 KM (includes removing grass in patrolling roads) - **Two times in week**.
 - h) Two indoor & three outdoor godowns - **Two times in week**.
 - i) Cleaning of water cooler - **Two times in week**.
 - j) Removing grass, climber from compound wall - **One time in month**.
- Detail quantity for executing the work is mentioned in scope of work (A). The engaged labours should be well conversant in sweeping./cleaning work.
- The bidder is expected to visit the office and get familiarized with the work.

2. SIGNING OF CONTRACT AGREEMENT:

The contractor shall enter into a contract agreement with the MSETCL within seven days from the date of receipt of work order & before starting of work. The MSETCL will not be liable to pay nor shall the contractor be entitled to claim any bill amount due or payable under the contract until the agreement is executed with MSETCL. The necessary stamp duty for the agreement shall be borne by the contractor.

The value of stamps affixed with the contract will depend on the contract value / estimated cost. If the contract value/ estimated cost is less than or equal to Rs. Five Lakhs, the stamp of Rs. 500/- value shall be affixed with the contract agreement and thereafter, for the amount above the Rs. Five

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Lakh, 0.3% of the stamp to be affixed. The proforma for contract agreement shall be as per Proforma -C given herewith. The contract agreement shall be strictly as per proforma -C otherwise the contract agreement shall not be accepted

3. PERIOD OF CONTRACT:-

With effect from date of LOA/work order issued upto **31.03.2027** will be placed with the agency whose rates and offers are found suitable. The undersigned however reserves the right to place the order for any shorter period and to terminate the order at any time if the services are not found satisfactory.

4. PERFORMANCE SECURITY DEPOSIT :

- a. The Performance security for the proper fulfillment of the contract shall be furnished by the Contractor (In case of JV, the performance security deposit shall be provided by both partners in proportion of 60% for lead partner and 40% for JV Partner in the project) in the prescribed form within 14 (fourteen) days of Notice of Award of Contract/Letter of Award. Performance security may be furnished in the form of account payee demand draft, fixed deposit receipt from a Schedule bank, bank guarantee issued/confirmed from any of the Schedule bank in India, or online payment in an acceptable form, safeguarding the purchaser's interest in all respects. This guarantee shall be for an amount equal to 5% (five percent) of the contract price subject to that stated in (i) below. BG should be payable at respective office as per directives of Tender floating officer.

BG may be ensured as per format enclosed. Further, if PBG is submitted in the form of bank guarantee, proof of stamp duty paid as per Maharashtra Stamp act 2015 (Circular No. MSETCL/Director (Finance)/04567 Dtd. 30.04.2016) should be attached.

- b. The performance security shall cover additionally the following guarantee to the Owner:"The Contractor guarantees that the equipments installed by him shall be free from all defects in materials / workmanship and shall, upon written notice from the Owner, fully remedy free of expenses to the Owner such defects that are attributable to the Contractor within the period of guarantee specified in the relevant clause of the contract."
- c. The contract Performance security is intended to secure the performance of the entire contract. However, it is not to be construed as limiting the damages stipulated in other clauses of the contract.
- d. The performance security shall be returned to the Contractor 90 days after the end of the successful completion of guarantee period. The owner is not liable to pay any interest or compensation to the Contractor on amount of Performance Guarantee either during continuation or after the end of the Guarantee Period.
- The performance security will be forfeited and credited to the MSETCL account in the event of a breach of contract by the contractor.

- e. The termination of the contract under the clause 30.3 'Contractor's default' of this section shall not entitle the contractor to reduce the value of the performance guarantee nor the time thereof. The performance guarantee shall be valid for the full value and for the full period of contract including 90 days after the end of guarantee period.
- f. In the case of increase in contract value, the contractor shall within 14 (fourteen) days from the date of amendment letter, indicating increase in contract value, submit the Performance security equivalent to **5% (five percent)** of the value of increase in contract value, valid for period as indicated in sub clause (e).
- g. After issue of the Notice of Award /Letter of Award of contract, if the contractor has not submitted the Performance security within specified period mentioned in (a), the Notice of Award/ Letter of Award will be cancelled **after 07 (Seven) calendar days** and EMD will be forfeited.
- h. The Performance Bank Guarantee shall be as per proforma attached to the Bid Document. The confirmation from the issuing branch of the bank is obtained in writing through registered post/speed post/courier/email. The bank should be advised to confirm the issuance of the BGs specifically quoting the letter of Procurement Entity on the printed official letterhead of the bank indicating address and other details (including telephone nos.) of the bank and the name, designation and code number of the officer(s) confirming the issuance of the BG.
- i. **For the offers received below the estimated cost of tender, the amount of Performance Bank Guarantee shall be applicable as under.**

Table for Sr. No. 4.8						
S r. N o.	Offer Received	SD		ASD for offer upto 10% below	ASD for offer between 10% to 15% below	ASD for offer below 15% or more
		Works includin g supply	Only Supply			
1	At par or Above	5%	5%			
2	upto 10% below	5%	5%	1%		
3	between 10% to 15% below	5%	5%	1%	1% for every 1% or part than 10%	
4	below 15% or more	5%	5%	1%	5%	2% for every 1% or part thereof more than 15%

5. **TAXES AND DUTIES :**


Rates quoted should be fixed for period of contract. The taxes & duties which are to be deducted by MSETCL & deposited to the Govt. will be deducted from bills & certificate to that effect should be issued. **Taxes will be applicable as per prevailing rate.**

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6. **INCOME TAX & GST:** Income Tax & GST as applicable will be deducted from the bills.
7. **LABOUR CESS :** Labour cess @ 1% will be deducted from you bill (If applicable).
8. **INSURANCE :** Contractor should obtained insurance/compensation policy, if you have not taken insurance policy, 0.5% order amount will be deducted from your bill.
9. **LIQUIDITY DAMAGES:-**
 - a) If the contractor fails to complete all the works within the time frame stipulated, the MSETCL shall levy liquidated damages for breach of contract.
 - b) The Liquidated damage shall be levied at the rate of ½ % (Half Percent) on the total contract price per week of delay, subject to the maximum of 10 % of the contract price for the entire scope of the work.
 - c) In case of such delay, the contract may be terminated by the competent authority as per general rules and regulations of MSETCL and the balance work shall be got completed through separate contract at his risk and cost.
 - d) GST will be charged extra @18% on calculated LD Amount.
10. **PAYMENT -**
 - i) 100% GST Payment will be made against the GST tax invoice submission along with GSTR1 & GSTR3B challan copies.
 - ii) The bills in triplicate, advance stamp receipt, along with the certificate from the Engineer-in-charge having completed the work satisfactorily must be submitted. Please note that without submission of attendance on your letter head of all the contractor labours duly certified by concern engineer in charge, the bill shall not be processed for payment.
 - iii) Paying Office: The payment against this contract will be effected by the SE, EHV(O&M) Circle, Panvel.
 - iv) You should quote your PAN/GST No. on bill otherwise your payment will be delayed.
11. The contractor labours should be experienced and physically fit & age group of 21 to 58 years.
12. Office working hours are from 09:00 hrs to 18:00 hrs.. The lunch time is from 12:30 hrs to 13:00 hrs. The Cleaning of office & Toilets/Bathrooms shall be carried out upto 9: 45 A.M.
13. You should check up character and antecedents name and full address, medical fitness etc. at your end and keep the same with you and whenever asked for the same should be produced to this office.
14. Quoted rates should be firm and should include all charges such as duties, all types of taxes, tolls etc. nothing extra will be paid on any account over the quoted rates.
15. All the employee should be issued permanent identity cards from agency's end and it should be produced as and when demanded by MSETCL Officers.

16. Agency should generate Pay slips for their respective employee.
17. In the event the agencies do not submit the document even after the following second month, payment to the agencies be stopped immediately. Further payments to the agencies shall recommence only after the above instruction have been compiled by the defaulting agencies.
18. The agency will be responsible for compliance of all statutory obligations under the Factory Act, minimum wages Act, Workmen's compensation Act, contribution under EPF, Professional Tax, CPF Act and the private security agency regulation Act 2005 and Maharashtra Private Security Agency's regulation act 2007 etc as applicable in respect of his employees. In addition to all general terms and conditions of MSETCL & State Government applicable for contract labour will be binding of the agency. It will be your responsibility to effect the monthly payment to employee in time. The MSETCL shall not be responsible for any dispute / complaints in this regard.
19. **CONTRACTOR'S EMPLOYEES:-** The contractors shall employ only such employees who are skilled and experienced. The contractor shall provide housing accommodation to his employees. **He shall also be responsible for any injury / accident to his employees, payment of compensations etc. as may required to be paid eventually, shall be borne by the contractor himself. The contractor should ensure that his staff uses the requisite safety equipment.** The employees should be duly insured against any such eventuality. The contractor shall indemnify MSETCL in the event of any Fatal / Non-fatal accident at the site in the course of work at site.
20. **COMPENSATION UNDER WORKMEN COMPENSATION ACT:-**
- The contractor shall be responsible for and shall pay any compensation to his workmen under Workmen's Compensation Act, 1923 for injuries caused to his workmen. If such compensation is required to be paid by the Company as principal employer on behalf of the agency, it shall be recoverable by the Company from the agency. You will have to arrange for insurance at your cost for the labours/workers, material, vehicle and crane etc. associated with this period of contract. The company will not be responsible for any accident or loss, damages, theft mishap. You will have to lodge, pursue and settle any or such claims through Insurance Company without involving MSETCL in the process.
21. **DAMAGE TO PERSONS AND PROPERTY :** The contractor shall indemnify the MSETCL against any losses and claims regarding any injuries of damage to any persons, material or physical damage to any property whatsoever which may arise out of, or in consequence of the execution of the work.

22. **SUB-LETTING OF CONTRACT** : The contract, 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 contract.
23. **TERMINATION OF CONTRACT** : The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the event of the breach of contract in any respect or undue delay in execution of work/starting of the work.
24. **APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT** : Notwithstanding anything stated herein, the Board's General Terms and Conditions of Contract shall be applicable to the contract, as far as they are applicable to this contract.
25. **JURISDICTION** : All disputes, differences related to the tender/contract shall be subject to the exclusive jurisdiction of Raigad District Court.


Suresh Suradkar
Executive Engineer
Major Stores, Panvel

ANNEXURE-G

**Sub: Bidders Debarred/Blacklisted by Government/Semi-Government/Other Power Utilities---
Prohibiting participation of such Firms in MSE/FCL Tenders**

**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 Any 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 Any 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.

**Authorized Signatory
Seal of the Firm**

ANNEXURE-H

I/We, _____ authorized signatory of M/s. _____ solemnly declare that :

- 1) I/We am/are submitting the bid against the tender no. & I/We offer to execute the work in accordance with all the terms, conditions & provision of the bid.
- 2) I/We hereby confirm that all the documents submitted by us in hard as well as soft form (self-documents & third party documents) are genuine, authentic, true & valid.
- 3) I/We am/are obliged to present the original documents/certificates for verification, wherever called for, by any authority of MSETCL.
- 4) Further, all information furnished by us in respect of fulfilling of eligibility criteria & qualification information of this tender is complete, correct & true to the best of our knowledge and belief and nothing has been concealed therein.
- 5) If any information or document submitted is found to be false/incorrect/misleading/misrepresenting at any time, MSETCL may reject my bid & take action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues including Earnest Money/Security Deposit & debarring/blacklisting of our firm.

Yours faithfully.

(Authorized Signatory)

Name, Signature & Seal/Stamp of the bidder

Place:

Date:

AGREEMENT

This agreement made at Panvel, on Day of 2024, between M/s. (here in after referred to as 'the contractor' which expression shall, unless excluded or repugnant to the contents, shall include its successors or permitted assigns on the one part and the **Maharashtra State Electricity Transmission Company Ltd.** (hereinafter referred to as the 'Company' which expression shall, unless excluded or repugnant to the contents, include its successors or Assigns) of the other part.

Whereas **The Executive Engineer, MSETCL, Major Stores Panvel** invited e-tender according to the powers delegated to him as per rules for the work

..... (hereinafter referred to as 'the said work') in accordance with the terms, conditions, specification connected thereto and the e-tender of the contractor in response thereto has been accepted by **The Executive Engineer, MSETCL, Major Stores Panvel** on behalf of the Transmission Company being the competent accepting authority and in pursuance thereto a contract is concluded with 'the contractor' on the terms and conditions specified in the **PO bearing reference No. Dt.** and more exhaustively described in the printed booklet, 'original e-tender and contract for Engineering works' and connected schedules thereto forming part of the e-tender documents submitted by the contractor/ the general terms and conditions I & II , other conditions of MSETCL and schedules etc. appended / uploaded along with the SRM Tender for the above said works.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS UNDER :-

In consideration of the value of the contract of **Rs./- (in words Rs.)** as made out in the work order placed with him, the contractor hereby covenants with 'the transmission company' that he shall and will do and perform all works and things under the contract mentioned and described under the said specification, and also which are implied there from or may reasonably be necessary for the due completion of 'the said work' within and at such time and in such manner and subject to the terms and conditions and stipulation contained and applicable in this contract and 'the transmission company' shall arrange to pay the contractor, all the sums of money as and when they become due and payable to the contractor under the provisions of this contract.

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AND DECLARES FURTHER THAT

1. The contractor shall hereby undertake the said for the work of
..... on condition in a complete and fit manner as more clearly described under the scope of the work together with all ancillary and connected work under this contract.
2. The contractor shall indemnify 'the transmission company' from all claims against any injury caused to any person whether workman or not. While in or upon the works or the site of work and 'the transmission company' shall not be bound to defend any claim brought under the 'Workmen's Compensation Act', and 'the contractor' shall be liable for all such claims, as more clearly described in the several conditions of contract.
3. The Contractor shall ensure and attain the required timely progress in his work, since time is the essence of this contract the work in a responsible and workman like manner, use only approved quality of material, and abide by and comply with all the technical directives of the Engineer in Charge appointed by the Competent Authority of the Transmission Company under this contract.

The original accepted e-tender of the contractor, along with all reference (if any) prior to and till the acceptance of this contract all the conditions, and specifications contained in the printed booklet mentioned/uploaded along with the e-tender here before including the work order placed on the contract forming schedules hereto shall be deemed to be part of this contract. The said papers are signed by Mr. & by Mr. for and on behalf of the 'Transmission Company' for the purpose of identification.

DOCUMENT FORMING THE SCHEDULE HERETO

1. PO No. :- Dt.
2. Original e-tender submitted by M/s.

IN THE WITNESS THEREOF THE parties hereunder have set their hand to this agreement on the date respectively mentioned against their signatures.

This day of

Signed, sealed & delivered by

Mr.....

Duly constituted authority for & on behalf of

M/s.

Signature of Contractor in the presence of witness.

1. Mr.

2. Mr.

(Common Seal)

Signed, sealed & delivered by

Shri.

This day of

In the presence of witness

.....

1

(Authorized Signatory of MSETCL)

2

(Seal of office)

(Seal of office)