

From :

Superintending Engineer**EHV O&M Circle, M.S.E.T.C.L.**400kV. Sub Station. Campus At.Po. **Khadka**

Tal. Bhusawal, Dist : Jalgaon - 425 201

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Ref : SE/EHV/O&M/KDK/BSL/TECH/No. 2029**Date : 07.12.2017****E-Enquiry 2017-18**

Sub: - E-Enquiry for Work of annual maintenance contract (AMC) for cleaning, sweeping and cleaning of toilet, WC pan, Urinal pan, Entrance area, Parking area at EHV (O&M) Circle, Khadka-Bhusawal.

Dear Sir,

Sealed and super scribed quotations are invited for the above work as per enclosed schedule 'A'. You are requested to quote your lowest rates for the above work. The terms and conditions are as follows.

TERMS AND CONDITIONS

1. **Due Date:** - The quotation complete in all respect, duly sealed & super scribed should be submitted to this office on or before **14.12.2017**.
2. **Scope of work :-** As detailed in schedule 'A'
3. **Quoted Rates:** - The quoted rates should include the rate of unskilled labour. The Taxes will be clearly mentioned, & if the Taxes are not clearly mention, then it will be considered as Inclusive of all taxes.
4. For any accident of your staff, public and MSETCL staff while carrying out the work; you will be responsible for any compensation etc.
5. If any damage occurs to the company's property during execution of above work, contractor will have to make them good at his cost.
6. According to the financial Act 194 (C) OF 1972 income tax will be deducted from your Bill at the applicable rate of the contract value and certificate to that effect will be issued to you.
7. **Security Deposit:** - The successful contractor shall have to deposit the security deposit of 5% of contract value towards security deposit in this office by Cash/DD/B.G./FDR within 7 days before commencement of the work. The same shall be refunded to you after satisfactorily completion of work and as per availability of funds.
8. **Validity of Offer:** - The offer should be valid for our acceptance for a period of 90 days from the due date of E-enquiry.
9. **Document required:** - The offer rate must be accompanied with following documents duly attested & signed by vender/contractor.
 - I. Firm Registration copy or Shop establishment Copy or NOC of Gram Panchayat.
 - II. Valid GST Registration Copy.
 - III. PAN Card Xerox.
 - IV. Work order copies issued by authority not below the Rank of Executive Engineer of similar type works as a proof of experience.
10. Undersigned reserved the right to accept any quotation or to reject/ accept all the quotation without assigning any reason.
11. For any dispute/differences arised, that will be subjected to jurisdiction of Bhusawal court only.
12. The work will have to be carried out for one year from this office intimation otherwise penalty at ½ % per week subjected to maximum 10% of the ordered amount will be levied at the discretion of competent authority.

13. The work shall be supervised by the Executive Engineer(Adm), EHV O&M Circle, Bhusawal and it should carry out to the satisfaction of Engineer, in charge. In case of any dispute, decision of undersigned shall be final and binding on the contractor.
14. The workers employed by you for the above work shall not be entitled for any facility/claim from MSETCL what so ever.
15. The work should be carried out on day to day basis as per instruction from Superintending Engineer EHV (O&M) Circle, Bhusawal or his representative. Failure to carry out the work satisfactorily penalty as per rule per day shall be levied at the discretion of the competent authority.
16. If any worker employed by you for this work is found unsuitable for any reason by this office, the agency will be required to remove the said person & suitable replacement will be provided to be immediately removed within 24 hours & suitable replacement will be provided by the agency at no extra cost.
17. MSETCL bears no responsibility of any kind in r/o the worker employed for this work & Contractor shall be whole responsible to observe & follow all the statutory provisions regarding Labour laws. The rates should be quoted considering applicability of all these aspects.
18. Monthly Bill payment will be paid to you by account payee cheque in reasonable time and as per the availability of funds after the satisfactory completion of work and as per measurement Recorded in M.B. by Executive Engineer EHV (O&M) Circle, Bhusawal.
19. MSETCL Reserve rights to add more terms during the contract period if found necessary.
20. Agency should have to pay Rs. 100/- against e-enquiry Quotation Fees by cash to this office & copy of receipt attached with quotation.

Thanking you.

Yours Faithfully.

**Sd/-
(J. G. Chude)
Superintending Engineer
EHV (O&M) Circle, Bhusawal.**

Copy s.w.r.s. to: -

The Chief Engineer EHV (O&M) Circle, Bhusawal.

Copy to:-

- 1) The Manager (HR)/(F&A) EHV (O&M) Circle, Bhusawal.
- 2) MF.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV (O&M) CIRCLE BHUSWAL.**

SCHEDULE 'A'

Sr. No.	Particulars of Work	Unit	Qty.	Rate Rs./Month	Total Amount in Rs.
1	2	3	4	5	
A.	Work of annual maintenance contract (AMC) for cleaning, sweeping and cleaning of toilet, WC pan, Urinal pan, Entrance area, Parking area at EHV (O&M) Circle, Khadka-Bhusawal.	Month	12 Months		
1	Cabin of Superintending Engineer – daily basis				
2	Cabin of Executive Engineer – daily basis				
3	Toilet of S.E. and E.E. Cabin – daily basis				
4	Cleaning of 13 rooms (Cabin of all other officers & employees at Circle) – daily basis				
5	Conference room – daily basis				
6	Kitchen room – daily basis				
7	Porch area of Circle Office – daily basis				
8	Cabin of Security Guard – daily basis				
9	Parking area (60mx13m) – daily basis				
10	Entrance road (78mx4m) – daily basis				
11	Gents and Ladies toilets of Circle office – daily basis				
12	Cleaning Window frames/web cleaning/Dust removal of each room – daily basis				
13	Cleaning of fans/air conditioner of each room – Fortnight basis				
14	Washing of Curtains of each room, table covers, chair covers – Fortnight basis				
15	Vacuum Cleaning of room/Equipment such as PC/UPS/Printer etc. – Fortnight basis				
The Material required for cleaning and sweeping will be provided by this office.					
	Total Amount Rs.				
	GST @ 18% on Total Amount Rs.				
	Grand Total Including GST Taxes				

Sd/-
(J. G. Chude)
Superintending Engineer
EHV (O&M) Circle, Bhusawal.