

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
EHV (O&M) DIVISION, JALGAON.
(CIN No.U40109MH2005SGC153646)

From:- Executive Engineer, EHV O&M Division
Plot No.32, M-Sector
Near Godavari Engineer College
New MIDC, Jalgaon
Contact No. :- 0257-2212769(O) Fax- 2212770
Email Id :- ee5210@mahatransco.in

No. EE/ EHV/ O&M/ Dn./JLG/ Tech/

E-Enquiry-04/2019-20

Date :-

2 AUG 2019

Sub:-E-Enquiry for inviting the Quotations for the Work of providing daily housekeeping work at various 220 KV substations under EHV (O&M) Division, Jalgaon.

Dear Sir,

With ref to the above, please quote your lowest rates for the following work subject to the terms & conditions mentioned as under. The sealed subscribed Quotations with valid relevant document should reach to this office **on or before 13.08.2019 up to 16.00 Hrs.** The same quotations will be opened on the same date at 16.30 Hrs, if possible.

Sr. No.	Particulars	Unit	Qty	Rate per month	Total no. of months
1	2	3	4	5	6
	Work of providing daily housekeeping work for various 220 KV substations under EHV (O&M) Division, Jalgaon.				
1.	Housekeeping:-- Daily sweeping of entire control rooms, Main, BCU, SAS, GIS, battery room, PLCC room, Battery charger room, Store room, rest room, In charge cabin, Internal road (in premises area), Security cabin, Pantry room, etc. Cleaning of toilet (Gents & Ladies) and W.C. twice in a day by phenyl, daily mopping of control room, weekly cleaning of all window & door glass panels with colline, cleaning of water cooler & passage area & all other related work as per instruction of the Sub-stn Incharge. All materials required to be supplied by agency. (i.e. phenyl, Harpik, Colin, cleaning brush, Mop, broom, Kharata etc).	Nos	4	-----	12

Note:- 1. The rate should be quoted in column no-05 only.

TERMS AND CONDITION

- SCOPE OF WORKS:-** Work of providing daily housekeeping work for various 220 KV substations under EHV (O&M) Division, Jalgaon.
- The rates quoted by you should be valid at least for one year & should be including of all duties & taxes but **except** GST.
- The work shall be supervised by the Adnl. Executive Engineer, 220kV Viroda/ Bambhori/ Bhadli/ Amalner or representative of MSETCL as directed by the in charge of the Sub-Station.

4. **Documents required to be attached along with offer:-**

Following are the list of qualifying documents required to be attached for qualifying along with the quotations.

- a) Bombay shop & Establishment Act (Shop Act) or NOC of Grampanchayat.
 - b) Income Tax Returns of last 3 years (2015-16, 2016-17, 2017-18) & PAN Card.
 - c) GST registration Certificate.
 - d) should have, in last 05 years executed the cleaning/sweeping/housekeeping works in the Government/Semi government/Private Organization, also should submit the end user's Certificate for successfully / satisfactory completion of aforesaid work issued by the authority not below the rank of Executive Engineer or equivalent with detail work order copy.
5. The work should be completed within stipulated period of the day and till the satisfaction of the 220 kV SS in charge or his representative, failing which the penalty will be imposed as per rules & will be deducted from agencies bills.
 6. Security Deposit being 5% of ordered value will have to be paid before issuing of detail work order in form of D.D/B.G/F.D.R to this Office, which will be refunded only after successful completion of work order / contract period.
 7. Income Tax, GST TDS as per the government rules, will be recovered from agencies bills at source.
 8. All the payments will be made by Account Payee Cheques or online payment transfer like RTGS/NEFT only. Bidder will have to submit the original monthly R.A. bills in triplicate for works in the name of Executive Engineer, EHV O&M Division, Jalgaon to the concerned 220kV SS incharge. The concerned Engineer incharge will verify & records the entries in ERP-SAP & after verification, the original bills along with SAP entries, work completion certificate will be sent to **Executive Engineer, EHV O&M Division, Jalgaon** for further auditing & passing the bills. The **Executive Engineer, EHV O&M Division, Jalgaon** shall make necessary arrangement for effecting of the payment at **Division level** subject to the availability of funds.
 9. The bidder is expected to visit the site of work and see for himself the site conditions regarding water, labour rates and all other materials affecting the work before submitting the quotation.
 10. All terms and conditions as per company's rules including those work in the MSETCL booklet. "Tender and contract for works" are applicable in this case also. Not with standing stated herein, the Company general terms and condition of contract shall be applicable to this contract also.
 11. The detail scope of the work is indicated in the table above. Agency shall note the same. All the work shall be completed as per directives and to the satisfaction of the Engineer In Charge.
 12. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
 13. You should have to execute the agreement as per provision of Mumbai Mudrank Adhiniyam 1958, Clause No.34 with requisite stamp duty before execution of work to this Office.
 14. Sub-letting of the work will not be allowed.

15. JV will not be applicable for this e-enquiry.
16. The 220 kV sub-stations is prohibited area. Due care has be taken while performing the work of cleaning, sweeping & housekeeping etc inside the control room & BCU or any other area in the Substation. Any mishappening / accident due to negligence, the agency will be completely responsible.
17. **Penalty:-** The work of housekeeping is to be carried out on **all days** of the week. Non execution of cleaning, sweeping and housekeeping etc work by the agency on any day will result in to recovery of penalty @ **Rs. 250 per day**.
18. If the agency failed to execute the work completely or partially, work order will be terminated by the undersigned and Security Deposit will be forfeited by this office.
19. **Quality:-** The material used shall be of standard quality. The material to be used for the work of housekeeping shall be approved by the concerned engineer in charge.

Thanking You!

Yours Faithfully,

(Y. D. Chavan)
Executive Engineer
EHV (O&M) Division, Jalgaon.

Copy s.w.r. to:

1. The Superintending Engineer, EHV (O&M) Circle, Bhusawal. (By email)

Copy to :-

1. The Dy. Manager (F&A), EHV O&M Division, Jalgaon. (By email)
2. Notice Board.
3. Webmaster, MSETCL, Mumbai. (By email)