

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

From :

Name of Office : EHV Projects Division – I

Office Address : 3rd floor, Administrative Building, 925, Kasbapeth, Juna Bazar Rd, Pune.

Contact No. : 020-24579223, 24572129 Fax No. : 24573602

Email Id : ee6610@mahatransco. in

EE/EHVPD-I/PN/T/ LPO-47O/ 883

Date : 14/07/2020

E-enquiry

Sub: Enquiry for “cleaning & up-keeping of office” at EHV Projects Dn-I, Pune.

Sir,

Sealed and Superscribed quotations are invited for the above work as per enclosed Schedule 'A'. You are requested to quote your lowest 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, insurance, compensation, over time & other statutory & other legal liabilities as per the relevant laws.
6. Your offer should be exclusive of all taxes. GST/taxes should be mentioned separately.
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 License for running the Agency, PAN Card copy, Registration in provident Fund, ESI Registration, GST Registration is to be submitted mentioning on the top of the envelop “DOCUMENT”.
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 PD-I, Pune.”

12. Your quotation should reach to this office in person or by post on or before **20.07.2020 up to 15.30 Hrs.**

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

Thanking you.

Encl: Schedule A

sd/-
Executive Engineer
EHV Projects Division-I, Pune

Copy to:
The Manager (F & A), EHV PD-I, Pune.
Notice Board/ M.File.

SCHEDULE 'A'

Sub : Enquiry for "cleaning & up-keeping of office" at EHV Projects Dn-I, Pune

Sr.No	Particulars	Qty (No)	Rate (Rs.)	Amt. (Rs.)
1	Daily cleaning & sweeping of EHVPD- I, Pune by brooming, dusting of chairs & tables daily, wet moping the entire premises daily , dusting of furniture, cleaning of all partitions, doors, fans, windows twice in a month, including carrying out the Misc. office work etc. complete as directed. Note: 1. Required material for the above such as phenyl, liquid soap, brooms, mops, dusters, buckets, brushes shall be arranged by the agency. 2. Daily cleaning work is to be attended before office hrs.	12		
2	Cleaning with sodium Hypochlorite once in a week (all required equipments i.e. spray, safety item etc will be arranged by agency)	12		

(Amount in Word Rs-)

Name & seal of Agency

Sd/-
Executive Engineer
EHV Projects Division-I, Pune.