

**Maharashtra State Electricity Transmission Co. Ltd**  
**(CIN: U40109MH2005SGC153646)**

<b>From</b> Name of Office: Executive Engineer, 400KV R.S. (O&M) D/n, MSETCL, Jejuri Office Address: A/P Jejuri Tal.Purandar,Dist.Pune. E mail ID: ee6160 @mahatransco.in;	<b>To</b>  <b>Website Publication</b>
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**Ref. No.EE/400 KV/JEJURI/Tech/2020-21/82**

**DATE:15.03.2021**

**E-ENQUIRY**

**Sub:** Enquiry for providing for providing Housekeeping service at RTC (Training Hall & Hostel buildings 1 & 3) at 400KV RS Division Jejuri.

**Dear Sir,**

You are requested to submit your offer **in sealed & superscribed envelopes** for providing daily up keeping of control room, staff quarters & its premises at 400kV R.S.Division Jejuri as per schedule 'A' **so as to reach this office on or before Dt. 24.03.2021 upto 13.00 Hrs** considering following terms and conditions:-

**TERMS AND CONDITIONS:**

1. The prescribed form i.e. Schedule 'A' duly filled in with the rates written in words and figures and signed should be sent by registered post or in person to **The Executive Engineer, 400KV R.S. (O&M) Divn. Jejuri,A/P Jejuri Tal.Purandar,Dist.Pune.**
2. Please super scribe the offer with the following details :-
  - a. Quotation for :-
  - b. Due Date :-
  - c. Name of the Bidder :-
3. The offer shall be valid for acceptance for a period of 90 days (Ninety days) from the date of submission. During this period no bidder shall be allowed to withdraw his offer.
4. All the documents of this Enquiry, Schedule "A" and other accompanying documents shall bear the authorized signature of the bidder, failing which the offer will be liable for rejection.
5. The bidder should quote rate including GST in %(Percentage) basis of estimate rate only.
6. The successful Bidder shall pay 5% of the contract value towards security deposit within 07 days from date of issue of work order.
7. The certified true copy of below mentioned documents should be attached along with quotation .
  - a) Pan Card
  - b) Valid Registration under shop and establishment Act /NOC of grampanchayat/Udyog Aadhar whichever is available / applicable.
  - c)GST Registration No( if applicable)
8. The documents of an offer shall be written legibly and free from erasures, overwriting or conversion of figures corrections where unavoidable shall be made by crossing out, rewriting, initialing and dating.
9. Quotations which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.

10. If the bidder has any doubt the meaning of any portion of the enquiry conditions/specifications he should get it clarified from the office of the undersigned before submission of the offer.
11. All general/Technical/Commercial terms and conditions of the contract of the Company are applicable to this contract.
12. The right to reject all or any part of the quotation without assigning reason, whatsoever for the rejection of any quotation or all the quotations or to place an order for full quantity or part thereof or to finalize the order on time preferred basis or to split the order quantity wise is reserved with the undersigned.
13. The successful Bidder have to execute the agreement on Rs.500/- in bond paper within 07 days from date of issue of work order & cost of agreement to be borne by your account.
14. **PENALTY:** If the work is not carried out within stipulated time limit, penalty @ ½ % per week delayed portion limited to 10 % maximum on contract value will be recovered from your bill.

15. **Scope of work:**

1. House Keeping at RTC Jejuri Hall & Hostel buildings 1 & 3

Daily cleaning and up keeping of RTC Jejuri Hall, Hostel buildings 1 & 3, coordinator cabin, library, Entertainment room, RTC Premises & toilet blocks in premises of RTC Jejuri by brooming, Sweeping and wet moping the entire premises, cleaning of toilets, urinals by using toilet cleaning agents and wet mopping. Keeping the premises in hygienic condition, dusting the furniture, cleaning all partitions and doors once in a week, cleaning windows, water cooler once in a month, Cleaning toilets and basins daily in afternoon also etc. complete including cost brooms and Kharata required for the Job as directed.

2. The below material should be arranged by agency for up keepment monthly

i) Chemicals such as Phenyl, Dettol Hand wash, Acid, Air fresheners, liquid soap with dispenser on all wash basins, Soap, naphthalene balls, brooms, mops, dusters, buckets, brushes. Agency should maintain the minimum stock of these material which will be checked by RTC Coordinator time to time.

ii) Daily work is to be carried out before Office hours on all working days as well as on holidays as per requirement of RTC Incharge.

3. Change of bedsheets, Pillow covers, Curtains, Napkins, Towels & Blankets by washing the same regularly ( on alternate day of occupancy day.)

4. Daily cleaning of staircase of RTC Hostel buildings 1 & 3, internal road of RTC Premises/ Various passages of RTC Premises including disposing of garbage to common dustbins & also collecting the garbage (Dry & Wet) from each participant/ trainees & Collecting in common dustbin system provided in premises etc.

5. Cleaning of water tanks of RTC toilet blocks, RTC Hostel buildings once in a month as per instruction of RTC Incharge.

6. Premises surrounding the RTC Hostel buildings 1 & 3, RTC Hall should be cleaned by Agency. Any weed in this area should be removed upto 10 feet surrounding the building.

7. Watering to plants in premises of RTC Jejuri Hall, Hostel should be done by agency.

8. Complete cleaning , sweeping & scrubbing of floors, common area, passage, Varanda, hostel rooms, training hall by good quality scented phenol daily including the area below almirahs, racks, tables & Chairs, furniture.
9. Cleaning of Fans, exhaust fans, tube lights, electrical appliances etc. complete once in month.
10. Complete cleaning of toilets which included urinals, urinal platforms, glazed tiles & wash basins, mirrors etc. by water , with liquid solution, acid & phenyl daily twice in a day at 9.00 & 14.00 hrs
11. Cleaning of water cooler, inspection chamber, intercepting chamber, Drain Chamber & Septic tank.
12. Cleaning of window, door & Partition glasses with high quality cleaning liquid or with boric powder.
13. Any other cleaning assignment given by RTC Coordinator.
14. Other housekeeping related works assigned by RTC Coordinator.
15. The frequency of Cleaning of RTC Hall, Hostel buildings, Premises will be decided by RTC Coordinator.
16. Attending & removal of choke up in any line of W.C. bath, wash basin in RTC Hall & Hostel buildings etc after receiving complaint from trainees/participants/RTC Coordinator.
17. Gate pass for each labour is mandatory.
18. Penalty – If complaints / negative feedback from 30 % of trainees of total present strength of batch was received regarding housekeeping services then total 5% of amount will be deducted against bill submitted for that batch for housekeeping services as per the complaint.

Sd/-

**M.K.Bhagwat**  
**Executive Engineer**  
**400KV RS(O&M)Division**  
**MSETCL, Jejuri**

**Enclose: Schedule'A'**

Copy.s.w.r.to:

- 1) The Superintending Engineer,EHV O & M Circle Pune
- 2) The Superintending Engineer,TCC,Pune

Copy to:-

- 1)The Add.EE(RTC),400KV RS Jejuri
- 2)Dy.Manager(F&A),400KV RS Div.Jejuri.
- 3)Notice Board.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.,  
400KV R.S. (O&M) DIVN. JEJURI**

**Schedule "A"**

Sr.N	Particulars of Work	SAP Service/ Material Code	QT Y	Unit	Rate/ Per unit (Rs.)	Total
1	RTC Hall( Co-Ordinator Cabin,Library,Classroom,Toilet and Washrooms,Basins and Surrounding area	50002392	12	Month	6655.93	79871.16
2	Hostel Building 1(Entertainment Room,05 Hostel Blocks,staircase,terrace,Toilets, Washroom,Basins,Washing and Changing Bedsheets ,Pillow Cover,Door Mats , curtains Towels ,Matress Covers )etc.	50002392	12	Month	6655.93	79871.16
3	Hostel Building 1(Entertainment Room,05 Hostel Blocks,staircase,terrace,Toilets, Washroom,Basins,Washing and Changing Bedsheets ,Pillow Cover,Door Mats , curtains Towels ,Matress Covers )etc	50002392	12	Month	6655.93	79871.16
<b>Sub Total</b>						<b>239613.48</b>
<b>GST 18%</b>						<b>43130.42</b>
<b>Total</b>						<b>282743.90</b>

**The Bidder should Quote \_\_\_\_\_ % Above / At Par / % Below of these estimated cost.**

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**M.K.Bhagwat**  
**Executive Engineer**  
**400KV RS Div.Jejuri**