

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646
EHV PROJECTS CIRCLE, KALWA

Office of the Superintending Engineer
EHV Projects Circle, Kalwa
Thane Belapur Road, MSETCL Complex, Airoli Naka, Navi Mumbai 400 708
email: seehvcckalwa@gmail.com / se7600@mahatransco.in

Date: 15 MAR 2021

Ref. No. SE/EHV/PC/KLW/ Tech/ Dt. No 00418

Sub.:- SRM Enquiry for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at EHV Project Circle Kalwa for FY 2021-22.

Dear Sir,

Please offer reasonable rates for the subject work as per the enclosed schedule 'A'. The detailed scope of works is as given in Annexure -A.

Please note the following.

RFx Number	7000019111
Online Downloading the RFx	16.03.2021, 12:00 Hrs to 23.03.2021, 13:00Hrs
Online Submission of the RFx	On or Before 23.03.2021 up to 13:00 Hrs.
Online Opening of the Techno Commercial RFx	23.03.2021 at 13:30 Hrs.(if Possible)
Online opening of the price bid RFX	23.03.2021 at 14:00 Hrs.(if Possible)
Estimated Cost	Rs.68,027.05/- including taxes
EMD amount	Rs. 5000/-
Tender Fees	Rs.500 + Applicable GST

For further details visit our website :- <http://srmetender.mahatransco.in>

Contact Person :- Executive Engineer, EHV Project Circle Kalwa. Contact No.9657646936 /9930273131.

Note: All eligible Supplier / Contractors are mandated to get enrolled on SRM E-Tenders portal of MSETCL.

DUE DATE: The RFx, complete in all respects, should be submitted between the period of 16.03.2021, 12:00 Hrs to 23.03.2021, 13:00Hrs positively.

SCOPE OF WORKS: As detailed in Scope of Work in Annexure-'A'.

Terms & Conditions

Documents required to be attached along with offer:-

Following are the list of qualifying documents required please attached for qualifying in the Techno-Commercial Bids for opening of the Price Bids. [If yes please attach the following documents]

- 1) Bidder should provide Valid Proof of registration of firm under Bombay Shop & Establishment Act (Please Attach).if applicable Else the receipt of intimation letter as per act is required.
- 2) Valid GST registration (Please Attach if applicable).
- 3) Copy of PAN Card (Please Attach).
- 4) Workman compensation policy/ Labour Insurance Policy (Please Attach).If no previous experience undertaking letter should be submit within 7 days of work order.
- 5) Experience certificate is not mandatory. If no experience, fresh labour Insurance Policy should be submitted within a week of receipt of work order.

The above qualifying requirements are available in the question format in the RFx. The bidder has to answer all the questions at the time of bidding and also the supporting documents as required above shall be uploaded by the bidder. The documents will require digital signature at the time of uploading to the SRM Portal, the bidder has to connect the digital signature key at the time of uploading the Qualifying documents / any attachment.

1. QUOTED RATES:

You are requested to quote your unit rates for the items mentioned in the schedule on firm basis & the rates will be compared on quoted on ex-works price.

2. PAYMENT:

100% payment will be made in every month against certified bills. Bills in duplicate should be submitted to the respective Circle only.

3. SECURITY DEPOSIT:

You should pay 5% of the total amount of the contract i.e. Rs.3400.00/- against S.D. within 7 days from the date of receipt of the order, in the office of S.E., Project Circle, Kalwa. The same will be refunded after satisfactory completion of order period of 12 months.

4. VALIDITY OF OFFER:

The offer should be valid for our acceptance for period of 60 days from the date of opening the same.

5. TAX:

Taxes as applicable will be deducted from the bills.

6. MATERIAL REQUIRED FOR EXECUTION OF WORK:

Material required for Execution of work should be borne by you. All cleaning material such as phenol, hand wash (Dettol), bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc for work of cleaning & up keeping of offices. All tools required by the gardener for the work of removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape, planting of new plants & cleaning of outside premises (road) of EHV Project Circle Kalwa should also be borne by you.

7. 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. If the contract is terminated because of the vendor, the security deposit will be forfeited. The contractors shall employ and provide on site only such employees who are skilled and experienced for execution of works. The contractor shall provide housing accommodation to his employees. The contractor should ensure that his staff uses the requisite safety equipment. The employees should be duly insured against any such eventuality.

8. CONTRACTOR'S EMPLOYEES:-

The contractors shall be responsible for any injury / accident to his employees, payment of compensations ,insurance etc. as may required to be paid eventually, shall be borne by the contractor himself. The work should be carried out as per Board's work regulation.

9. 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.

10. JURISDICTION.

All disputes, differences related to the tender/contract shall be subject to the exclusive jurisdiction of Thane District Court.

11. PENALTY.

If the personal is found sleeping/ unsatisfactory work, mis-behaviour or any other objectionable activity, penalty decided by engineer in charge (HOD) as per the discussion with technical & finance person & proportionate of monthly rate will be deducted in case of absentee.


12. CONTRACT AGREEMENT

The contractor have to submit contract agreement on Bond paper of Rs. 500.00/-.

Thanking you,

Encl: Annexure 'A' and Schedule.

Yours faithfully,


(Anil R. Bharsakle)
Superintending Engineer,
EHV Project Circle Kalwa.

Copy to :-

The Sr.Manager (F & A) EHV Project. Circle, Kalwa.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV PROJECTS CIRCLE, KALWA

Annexure – A


Name of Work :- Annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance at MSETCL EHV Project Circle Kalwa for financial year 2021-22.

Details of office premises Scope of works

Area	Scope of work	Frequency
1. EHV Projects Circle, Kalwa		
EHV Projects Circle Kalwa Office	Up keeping of Offices & its premises daily by cleaning entire office flooring and wet moping by mixed phenol in water. Keeping naphthalene balls in urinals and wash basins, keeping Odonil air freshener & hand wash in toilets. Cleaning of chairs, tables, outside surrounding premises. Weekly cleaning & moping of all window. Disposing entire debris away from M.S.E.T.C.L.'s Premises etc. as per direction.	Once daily (before 10:00am, on all working day)
Toilet in SE cabin and Circle Office (Ladies and Gents)	Twice in a day cleaning of Toilets and W.C. flooring with soap water mixed with Odopic /acid and phenol,	Twice daily (before 10:00am & after 13:00pm)
Gardening work at Outside premises	Cleaning of outside surrounding premises. Maintenance of Tree plants & herbaceous borders by employing one labour for ½ day daily at EHV Projects Circle Kalwa and 1/2 day daily at EHV Projects Division Kalwa including the removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape or as directed etc. Also, the tools required etc should be provided by the Contractor.	Daily Half day
Cleaning of outside premises (Road) of EHV Project Circle Kalwa	Cleaning of outside surrounding premises (road) of EHV Project Circle Kalwa.	Once daily (before 10:00am, on all working day)

Note:

- 1) All cleaning material such as phenol, dettol, bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, soap naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc should be provided by the Contractor.
- 2) The tools required for Gardening, Plants etc should be provided by the Contractor.
- 3) The agency should maintain record of daily works in register and take signature (weekly) from concern office incharge of monthly claims.


(Anil R. Bharsakle)
Superintending Engineer
EHV Projects Circle, Kalwa.