

**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/2021-2022/ 153**

**DATE:01.06.2021**

**E-ENQUIRY**

**Sub:** Enquiry for providing daily up keeping of control room, staff quarters & its premises at 400kV R.S.  
Division Jejuri for the year 2021-2022.

**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. 09.06.2021 upto 13.00Hrs** 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:**

**The contractor has to provide following services under this contract.**

House Keeping includes: Daily cleaning and up keeping of Division office & control room & toilet blocks by brooming, sweeping and wet moping the entire premises, cleaning of toilets, urinals by using toilet cleaning agents and wet moping, 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 the afternoon also etc. complete including cost of brooms and Kharata required for the Job as directed

**The below material should be arranged by agency for up keepment monthly :**

1. 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.
2. Daily work is to be carried out before office hours on all working days as well as on holidays as per requirement .
3. Attending & removal of choke up in any line of W.C., bath, kitchen, wash basin in division office area as well as Employee quarter building etc.
4. Weekly cleaning of staircase of Employee building internal road of quarter / 400kV Division office premises / various passages of quarter / Division office including disposing of garbage to common dustbins collecting in common dustbin system provided in premises etc.

5.Cleaning of water tanks of Quarters /Division office/ kitchen premises as per schedule attached.

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

Copy to:-

1)The Add.EE(M),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	Daily cleaning and up keeping of all offices & toilet blocks in Control room, by brooming, sweeping and wet moping the entire premises, cleaning of toilets, urinals by using toilet cleaning agents and wet moping, 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 the afternoon also etc. complete including cost brooms and Kharata required for the Job as directed. NOTE:- The below material should be provided for up keepment monthly : 1. Chemicals such as phenyl, dettol, acid, air fresheners, liquid soap with dispenser on all wash basins, soap, naphthalene balls, brooms, mops, dusters, buckets, brushes, 2. Daily work is to be carried out before office hours on all working days as well as on holidays as per requirement.	50014013	12	Month	9944.91	119338.92
2	Removing leakages of Kitchen Nahanai trap with filling inside tile joints with BIB and DS powder mix compound injecting with above water proofing material transportation etc complete as directed. Attending & removal of choke up in any line of W.C., bath, kitchen, wash basin in building area as well as outside i.e. in chambers, gully trap etc immediately within a day from receiving complaint from colony residents etc. complete	50004134	3	AU	2924.66	8773.98
3	Cleaning of roof and surrounding area of staff quarters by engaging labors etc complete including disposing of waste material as directed. cleaning sweeping of terrace, staircase	50013973	6	AU	4680.02	28080.12

	&surrounding area of building up to 3.00 meter by removing debris waste papers & any garbage, removing grass & small bushes etc. complete (All staff quarters & control room building once in every 2 months) Cleaning of entire drainage system along with all gully trap and inspection chambers etc. throwing debris outside the premises, sealing of covers with cement mortar etc. complete. all gully trap and inspection chambers etc. throwing debris outside the premises, sealing of covers with cement mortar etc. complete.					
4	Cleaning of drainage system , trap, chamber,Cleaning of Tar road (internal road) and surrounding open water outlet	50014202	12	Month	2632.40	31588.8
5	Daily cleaning of staircase & all staff quarters including disposing of garbage to common dustbins & also collecting the garbage (dry & wet) from each resident & collecting in common dustbin system provided in colony premises etc. Disposing of garbage from common dustbin conveying the same outside by mechanical means, outside the premises of MSETCL colony including loading, unloading & transportation etc	50014013	12	Month	2632.40	31588.8
6	Cleaning of water tanks of each staff quarters, main tank at pump house and control room once in a month	50000293	12	Month	2339.59	28075.08
<b>Sub Total</b>						<b>247446</b>
<b>GST 18%</b>						<b>44540.23</b>
<b>Total</b>						<b>291986/-</b>

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

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