

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**

400 KV R. S. DIVISION, AKOLA

**Office of Executive Engineer,**  
400kV. R.S. Division,  
Ghusar P.O., (Apatapa Road)  
Tq Dt:- Akola 444 003



Mob. No: - 8554989344  
ee1230@mahatransco.in  
CIN No:-U40109MH2005SGC153646

**Ref. No: - MSETCL/EE/400 KV/RS/Div/AKL/Tech/Enquiry/323      Date: -13.06.2022**

**To,**

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**Subject: -** Enquiry for work of providing Housekeeping services at Regional Training Centre, 400kV R.S. Division, Akola.

Dear Sir,

Please quote your lowest rates for work of providing Housekeeping services at Regional Training Centre, 400kV R.S. Division, Akola as per schedule "A", subject to terms and conditions attached herewith. The quotation may please be submitted in a sealed envelope super scribed **"Quotation for work of providing Housekeeping services at Regional Training Centre, 400kV R.S. Division, Akola"**, so as to reach this office **on or before 21.06.2022 up to 13:00 Hrs.** In case of hand delivery, Quotation should be handed over to receipt clerk of this office. Quotations will be opened on the same day at 16:00 Hrs, if possible. M.S.E.T.C.L. will not be responsible in any manner for the postal delay of any type.

The undersigned reserves the right to accept/reject any or all the offers in part or full without assigning any reason thereof in the interest of MSETCL. The schedule of above e-enquiry is as below:-

**SCHEDULE A**

Sr. No.	Particular	Rate per Month	Qty	Total Amount
01	Housekeeping of RTC Office, training hall, Model room, Library, Hostel and all RTC premises, cleaning of urinal, toilets daily by using Phenyl, Dettol, Detergent, Latrine Acid in RTC Hostel & in RTC Premises ( Total 18 Nos.) and as per the scope of work (Separate sheet is attached herewith) for the year 2022-2023 including all Sanitization Material and charges for Washing of Bed-sheets and pillow cover after every batch/twice in a week period (2 labor on "as and when" required basis).	(Including LWC @1%)	12 Months	

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02	Maintenance of Garden at RTC Akola (Watering to the Plants/ Removing unwanted grass, weeds, wild growth etc., Cutting of Plants in Shape, pruning, catering deseeding manuring, bowing plants,. All Related Labor works which help to maintain the garden. Cutting the grass shrubs & wild bushes in RTC premises and cleaning of RTC Premises as per requirement and as directed by In charge.	(Including LWC @1%)	12 Months	
			<b>GST @ 18%</b>	
			<b>Total</b>	

**Estimated Amount: - Limited to Rs. 5, 90, 970/-**

**In words: - Rs. Five Lakh Ninety Thousand Nine Hundred & Seventy Only. (Including taxes).**

**TERMS AND CONDITIONS**

- 1) SCOPE OF WORK:** Work of providing Housekeeping services at Regional Training Centre, 400kV R.S. Division, Akola.
- a) Daily Cleaning of RTC Hostel, Hostel rooms, RTC office, RTC Class Room, RTC Model room, RTC Library by using fresh water & phenyl. Up keeping thereof.
  - b) Regular sweeping of all the nearby premises of RTC Hostel, RTC Office, RTC Canteen.
  - c) Maintaining the RTC Garden. (Watering to the Plants/Removing the Grass/ Cutting of Plants in Shape. All Related Labour works which help to maintain the garden.
  - d) Cleaning & up keeping of Water Storage Tanks, Water Coolers in hostel & Canteen as per the instructions & satisfaction of concern in charge.
  - e) Washing of Bed Sheets / Pillow Cover once in a week or after completion of batch or as per the instructions & satisfaction of concern in charge & providing the same to the trainees/guests' residing in the hostel.
  - f) Maintaining drinking water supply arrangement of RTC Hostel and Canteen.
  - g) Up keeping of all Equipments, accessories of RTC Akola as per the instruction of RTC In-Charge/coordinator. Contractor/ Agency have to provide Housekeeping service to execute the work as per the instructions & satisfaction of concern in charge.
  - h) Cleaning of Bathroom and Toilet & maintaining them by using Phenyl, Detergent, Latrine Acid, Naphthalene Ball, liquid soap twice daily in stipulated time. Providing Hand-wash in every Toilet at RTC. The material toward housekeeping work such as Phenyl, Dettol, Detergent, Latrine Acid, Naphthalene Ball, liquid soap, brooms, mops, duster, buckets, brushes, shall be provided by the Agency.
  - i) Providing air freshener, liquid soap for toilets – bathrooms/ washroom & room freshener in training hall, library, office & hostel, regularly.

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- j) Providing ladies labour for up keeping of hostel during residence of ladies training batches in the hostel.
  - k) Outer adjoining area around canteen/ classroom area of RTC is to be cleaned, regularly.
  - l) All other works related to housekeeping at RTC Akola as per the satisfaction of RTC in-charge/coordinator.
- 2) RATES:** Agency have to submit Rates for the above work as inclusive of all taxes, on firm quotation basis for rate schedule "A" enclosed h/w.
- 3) Taxes:** - The Contractor shall be entirely responsible for all taxes, stamp duties, license fee and other such levies. Any taxes and / or duties, which are not indicated in the offer, shall be considered as NIL or inclusive and no reimbursement will be allowed on such taxes and duties including any variation thereof. However, if the Owner is required to pay any amount towards the above taxes and / or duties, the same will be recovered from the Contractor.
- 4) DISQUALIFICATION:**
- a) Disclosing untrue and /or false information, or withholding information or part of information.
  - b) Record of poor performance such as unsatisfactory work or abandoning the work etc.
  - c) Financial shortcomings or failures in past contracts.
  - d) Insufficient experience, or employing insufficient number of employees, or not employing qualified employees.
- 5) AWARDING OF CONTRACT:** The Company does not bind itself to award the contract to the lowest bidder. Eligibility of the bidder, submission of all documents, past record will carry due weight age while arriving at the decision.
- 6) Penalty:-** In case the work are not completed in stipulated period you will be liable to pay at the discretion of the competent authority a penalty up to ½ % per week for delayed portion limited to maximum 10% on the contract value. Proper documentary proof shall be attached if the delay is not on the part of the contractor or it was due to unavoidable circumstances.
- 7) TAX DEDUCTION AT SOURCE:-**In accordance with IT Act 1961, Income Tax will be deducted at source at the prevailing rates from the bills. Similarly any other tax deductible at source if applicable to this particular contract as per statutory provisions (laid down by Central or State Government.) will also be deducted from the bills at the prevailing rate.
- 8) DAMAGE TO PERSONS AND PROPERTY:-** The contractor shall indemnify the EHV Company against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property whatsoever, which may arise out of or in consequence of the execution of the work.

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- 9) **VALIDITY OF ORDER:** The order will be valid up to **30.06.2023** or until exhausting of the order amount i.e. **Rs. 5,90,970/-**, whichever is the earlier.
- 10) **CONDITIONS OF ENQUIRY AND CONTRACT:** - The enquiry and order/contract placed against this specification shall be governed by the company's General condition of contract and the agency's is deemed to be fully aware of these conditions and ignorance thereof shall not exempt him from his liability to abide by these conditions. The enclosed schedules, enquiry notice, instructions to the bidders also form a part of these specifications.
- 11) **Order Amount:-**The order value is limited to **Rs. 5, 90, 970/-Only. (Rs. Five Lakh Ninety Thousands Nine Hundred & Seventy Only) Inclusive of all taxes.**
- 12) **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 and unsatisfactory services in any respect.
- 13) **SIGNING OF CONTRACT:** Within 7 days from the date of receipt of the work order, the contractor shall enter into an agreement with the M.S.E.T.C.Ltd. in the prescribed format on **Rs.500/-** stamp paper. Further until the agreement is executed, the M.S.E.T.C.Ltd. will not be liable to pay, nor the contractor shall be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor. The work should not be started until the agreement is executed.
- 14) **BILLS:** - Agency will have to submit the Tax invoice in triplicate in GST pro-forma, at 400kV RS Division Akola. 100% payment for the services will be made after satisfactory recording of the bill in M.B. by Addl. Executive Engineer (RTC) subject to availability of Fund.
- 15) All statutory requirements and provisions in regard with Factory Act Workmen. Compensation Act Shop and Estt. Act are binding on you e.g. CPF, insurance & others. For the Deviation of any of the provision you are responsible & you have to deal it with your own cost.
- 16) **Workman's Insurance:** - The Contractor shall obtain the Insurance Policy as Contractors All Risk Insurance (CAR) or Transit Cum Erection (TCE) Insurance or Erection All Risk (EAR) insurance for the entire workman engaged by him for this works at MSETCL site. The policy should be drawn from insurance company entrusted by Directors of Insurance, Government of Maharashtra i.e. M/s United India Insurance Company Co. Ltd. on co-insurance cum servicing basis in the ratio of 40:60 (i.e. the Government Insurance Fund @ 40% and United India Insurance Company @ 60% which will be valid for 2 Years from date of work order.
- 17) Insurance to cover the accident risk of contractor's labors / workers is to be done by the contractor. In case of any accident / injury to contractor worker while carrying out the work at work site the entire responsibility will be of contractor and he will have to pay compensation as per work man's compensation act 1963 as amended up to date and / or any other applicable in such cases.

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- 18)** The Competent Authority reserves the right to relax any of the above conditions without assigning any reason thereof.
- 19) Security Deposit:-** Within 7 days from the receipt of the letter of intent or work order, the contractor shall pay a security deposit amounting to Rs 5% of the contract value by DD or bank guarantee of a nationalized / scheduled bank. The security deposit will be refunded after satisfactory completion of work.
- 20) EXCEEDING THE CONTRACT VALUE:** The contractor will have to watch and ensure that the total value of work carried out by him does not exceed the contract value. If the work / value of contract is likely to be exceeded the same should be brought to the notice of the undersigned in writing. If the value of the total work exceeds the order value in that case the contractor is not permitted to execute the work without prior permission from the undersigned.
- 21)** The bidder should not quote conditional rates related to quantity of work, payment terms etc.
- 22) CONTRACTOR'S DEFAULT:** - In the case you fail to complete work fully OR partially, the security deposit will be revoked by MSETCL. In this case the balance work will be got done from other agency may be at higher rates and the difference in cost will be recovered from the contractor's bills.
- 23) CONTRACTOR'S EMPLOYEES:**
- a) The contractor will have to employ and provide only such employees on the site who are skilled and experienced for housekeeping services.
  - b) The contractor will have to arrange for their accommodations and transportation to his employees while on work.
  - c) The contractor shall ensure that his staff uses the requisite safety equipment.
  - d) The employees should be duly insured against any such eventuality.
  - e) No child labour shall be employed.
  - f) Contractor should maintain record of labours and their wages working under you for the work and P.F. as applicable may be deducted from their wages.
  - g) The contractor shall be responsible for the proper behavior of all the staff and others working under him and should exercise proper control over them.
- 24)** Each employee of contractor's must be
- (a) within the age of 21 to 40 years (with proof).
  - (b) Physically fit and without any disabilities or handicap.
  - (c) While on duty, the employee's should not be under intoxication.
- 25) SAVE AND EXCEPT:** Amount due to account of damage or compensation for default or breach of contract by the contractor in which case instead of deduction of the

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same amount shall be retained and the Owner shall have the right on amount so retained or withheld.

- 26) JURISDICTION:** All disputes or difference arising out of and in connection with the contract shall be subject to the exclusive jurisdiction of Akola Court.
- 27)** In case of failure of contractor to carry out the work during the contractual period, MSETCL, will have liberty to get the work done departmentally or from any other agency at the risk and cost of the agency. Difference in price will be recovered from the contractor.
- 28)** The agency will be responsible for compliance of all statutory obligations under the factory act, minimum wages act, contribution under E.P.F., professional tax, C.P.F., & I.S. Act etc., in respect of his employees. The payment monthly/weekly shall be made as per minimum wages act, Provident Fund .Deposition of persons employed to the appropriate authority is the contractors' responsibility.
- 29)** All photocopies of relevant documents should be signed at the bottom of each page and all corrections, over writing must be duly initialed.
- 30)** The undersigned reserves the right to increase or decrease the quantum of work of each round depending upon the site situation. The agency will have to agree this condition. Nothing will be paid extra.
- 31)** The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.



**Executive Engineer  
400kV RS Division, Akola**

**Encl:-As Above**

**Copy s.w.r. to :-**


- 1) The S.E., Trans. (O&M) Circle, Akola for favour of information please.
- 1) **Copy to :-** The Dy. Manager (F&A), 400 kV RS Division/EHV O&M Div,Akola

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**ANNEXURE A**

**List of Documents to be submitted along with Rate Schedule "A"**

<b>Sr. No.</b>	<b>Name of Document</b>
<b>1.</b>	PAN Card Registration
<b>2.</b>	GST Registration Certificate
<b>3.</b>	Registration Certificate of Firm under Shops and establishment act or in work contract act.
<b>4.</b>	Valid PF registration certificate
<b>5.</b>	Valid Labour License, if applicable. Undertaking should be submitted if Labour License is Not Applicable.
<b>6.</b>	Valid Insurance of Labor under Workman compensation Act.
<b>7.</b>	Income tax returns of last three years.
<b>8.</b>	Any supporting documents, experience, if any.

  
**Executive Engineer**  
400kV RS Division, Akola

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Enquiry No: **MSETCL/EE/400 KV/RS DN./AKL/Tech/No.**

**Date**

**UNDERTAKING OF CONTRACTOR**

**To,  
The Executive Engineer,  
400 kV RS Division,  
Akola.**

Dear Sir,

Having examined the specifications of Enquiry No: **MSETCL/EE/400 KV/RS DN./AKL/Tech/No.** **Date.** together with the accompanying schedules, the general conditions of the contract and the instructions of the tender applicable to MSETCL's work/supply contract there in referred to I/We hereby offer to carry out supply /works described in the tender documents and the said specifications and schedules at the rate entered in the schedule.

I/We hereby guarantee the performance of our supplies /work in full confirming to your specification and instructions. The particulars entered in the schedules attached with the tender document and in accordance with the conditions of contract applicable for MSETCL's contract.

**Signature & seal of the contractor.**

**Address of the contractor.**