



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD
(CIN No.U40109MH2005SGCI53646)

 Maharashtra State Electricity Transmission Co. Ltd.	400KV R.S.(O&M)Divn. Jejuri A/P: Jejuri. Tal: Purandhar Dist: Pune, Pin code-412303 e-mail: ee6160@mahatransco.in	 माहितीचा अधिकार RIGHT TO INFORMATION
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EE/400 KV /R.S.O&M /Dn/Jejuri/ 218

Date: 13.09.2022

E-ENQUIRY

Sub: E-Enquiry for providing Housekeeping service at RTC (Training Hall & Hostel buildings 1 & 3) at 400 KV R.S.(O&M)Dn. Jejuri.

Dear Sir,

Sealed and superscribed quotations are invited for the above work on item rate basis, so as to reach this office on or before **22.09.2022 upto 15:00 Hrs.** You are requested to quote your reasonable rate for the above work. The terms and conditions are as follows.

INSTRUCTIONS TO BIDDERS:

Please super scribe the offer with the following details :-

- a. Quotation for :-
- b. Due Date :-
- c. Name of the Bidder :-

- 1) The offer should be submitted in two separate sealed envelopes contained in one main envelopes super scribing the subject.

Envelope 1: Should contain associated documents/Certificates/proof of qualifying pre-requisite Broachers attested certificate etc such as,

- a) Pan Card
- b) Valid Registration under shop and establishment Act /NOC of grampanchayat/Udyog Aadhar whichever is available / applicable.
- c) GST Registration Certificate(if applicable)

Note:- If validity of any license/certificate expires during order period, you will have to renew the same & submit the copy to this office. Payment will be affected for valid period only.

In case if any point is not applicable, then please attach the document (Specify on the Letter head of the agency as “Not Applicable”).

Envelope 2: Price bid documents: This should contain only price bid in given schedule, not in any other format.

- 1) After verifying full documents /certificated pre-qualification as above in envelope 1,if it is found that ,bidder fulfills the desired prerequisites, envelope 2. will be opened. If the same is not meeting the prerequisites, Envelope 2 shall not open.
- 2) Quotations with incomplete details submitted without sealing or superscripting not submitted in prescribed format etc are liable to reject. Offer on fax or e-mail will not be accepted. This office will not be responsible for delay in postal transit. The agency should not submit 'conditional quotation' such conditional offer shall be liable for rejection.
- 3) The right to place an order for part or to cancel any or all quotations without assigning any reasons is reserved with this office.

TERMS AND CONDITIONS:

1. 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.
2. **Nature of work :-**Enquiry for for providing Housekeeping service at RTC (Training Hall & Hostel buildings 1 & 3) at 400 KV R.S.(O&M)Dn. Jejuri.
3. **Supervision of work :-** The work shall be under the supervision of Addl.EE (RTC)Jejuri or his representative for this work.
4. The bidder should quote rate including GST in %(Percentage) basis of estimate rate only.
5. **Security Deposit** :- Successful bidder have to remit the security deposit @ of 5% of total value of order in this office by Cash or DD/B.G./fixed deposit in nationalized or scheduled bank immediately from the date of receipt of order , otherwise interest will be recovered from your bill on Security deposit as per Company's rule. The security Deposit will be refundable to bidder after successful completion of contract period and guarantee period subject to NOC from operating officer. The bidder should asked for refund of Security deposit within 6month after complete of work or guarantee period of work, otherwise S. D. will be forfeited without intimation of bidder.
6. Required labour, tools for this work shall be on contractor's account.
7. **Penalty :-**In case of failure to complete the work as per our description, contractor will be liable to pay penalty at rate 1/2% per week of order value subject to maximum 10% of order value .
8. Payment will be made within stipulated period by A/c. Payee cheque only after receiving the necessary certificate from Add.EE(RTC) regarding satisfactory completion of work.
9. Submission of Bill: - GST Compliant Tax invoice (With GST TIN, SAC/HSN codes applicable) in triplicate is to be handed over to Office of the Executive Engineer 400KV RS Jejuri. The Payment will be made at Office of The Executive Engineer, EHV O &M Div.II, Parvati Pune.
10. Accident:- The contractor shall ensure the safety of all the workmen, material and equipment's at work site. The contractor shall be responsible for providing of all safety notices to his labour during working. If any accident occurs to any person, labour compensation if any is to be paid by the contractor only.
11. Any breakage/damage occurred to MSETCL material/equipment/theft of material if any, asset during the work shall be recovered from your bills as per rules.

12. The contractor shall not be entitled to claim any interest on amount payable to him.
13. You shall not entrust the work on sub-contract/transfer or assign the contract or any part thereof to any third party. In case any deviations observed it will be treated as breach of contract and the contract will be terminated at your entire risk and cost.
14. **Agreement:-** Contractor have to execute an agreement on Rs. 500/- Bond paper & cost of agreement to be borne by the agency.
15. Contractor should be fully aware of the MSETCL's General Condition for execution of work and same is applicable to this contract also. Any of the condition will not exempt you from your liability to be abiding by the same.
16. Income Tax if applicable will be deducted from contractor's bill as per rule/otherwise you will have to submit I.T. exemption certificate or income tax registration no. of your firm PAN No.
17. In case of difference of opinion, misinterpretation of any of the condition of the contract. In connection with or arising out of the condition or during the work period, the decision of the undersigned shall be final and binding on you.
18. Jurisdiction :- All disputes, differences related to the tender contract shall be subject to the exclusive of jurisdiction of Pune District court.

19. **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 mopping 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.

Thanking you,

Yours' faithfully,

Encl :- Schedule 'A'

-sd-
(**M.K.Bhagwat**)
Executive Engineer
400KV RS(O&M)Dn.
Jejuri

Copy to:-

The Addl Executive Engineer, Maint. 400 KV JejuriS/S.
The Dy Manager (F&A), MSETCL, 400KV RS Div.Jejuri.
The Notice Board

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

Sub: E-Enquiry for for providing Housekeeping service at RTC (Training Hall & Hostel buildings 1 & 3)
at 400 KV R.S.(O&M)Dn. Jejuri.

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,Wa shroom,Basins,Washing and Changing Bedsheets ,Pillow Cover,Door Mats , curtains Towels ,Matress Covers)etc.	50002392	12	Month	6655.93	79871.16
3	Hostel Building 3 (Faculty Room,05 Hostel Blocks,staircase,terrace,Toilets,Wa shroom,Basins,Washing and Changing Bedsheets ,Pillow Cover,Door Mats , curtains Towels ,Matress Covers)etc	50002392	12	Month	6655.93	79871.16
Sub Total						239613.48
GST 18%						43130.42
Total						282743.90

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

Dated

Signature of Contractor with Seal

Name -----

Address-----

Sd/-
(**M.K.Bhagwat**)
Executive Engineer
400KV RS(O&M)Dn. Jejuri