

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

Office of the superintending Engineer
EHV (O&M) Circle, Panvel Takka Colony, Panvel Dist – Raigad - 410 206.
Contact No. : 27459625 (O) , 27459624 (P)
Email ID : se7200@mahatransco.in

SE/EHV/O&M/Circle/PNL/

Date :21.03.2023

Sub: E-enquiry for providing annual service for housekeeping, cleaning and sweeping alongwith supply of required cleaning material for office of the EHV O&M Circle Panvel for the F.Y. 2023-2024.

Dear Sir,

Sealed & superscribed quotations on percentage based quotation are invited for the work of housekeeping, cleaning and sweeping along with supply of required cleaning material for office of the EHV O&M Circle Panvel for the F.Y. 2023-2024 on or before 28.03.2023 upto 17:00 Hrs. on following term and conditions:-

TERMS AND CONDITIONS:-

- 1) Sealed Quotations should contain following documents certificates as a proof of qualifying pre-requisites
 1. Bidder should have executed similar work order in MSETCL/private sector.
 2. The firm should have unskilled staff conversant with the above work
 3. Registration under Shops and Establishment Act
 4. Registration under GST
 5. Income Tax Return (Assessment) Certificate of Last Three Year
 6. Registration of firm, bank details (Name and account No.), full address, and Pan Card.
- 2) Quotations with incomplete details or not submitted in due date etc are liable to reject.
- 3) This office reserve all the rights to reject any or all quotations without assigning any reason thereof.
- 4) Rates quoted shall be inclusive of all taxes. Nothing extra on any account will be paid.
- 5) Contract period is upto 31.03.2024 from the date of issue of work order.
- 6) Security Deposit :- Successful bidder have to remit the security deposit @ 10% of total value of order to 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 subject to NOC from operating officer. The bidder should ask for refund of Security deposit within 6 month after completion of contract period of work.
- 7) Agreement:- Contractor has to execute an agreement on Rs. 500/- Stamp paper & cost of agreement to be borne by the agency.
- 8) The contractor will be solely responsible for any accidents either fatal or non- fatal occurred to his persons during the course of work, the compensation arising due to this is to be borne by Contractor himself. No residential or other facilities will be provided by M.S.E.T.C.L.
- 9) PAN no, GST Registration No.(if applicable) should be Mentioned specifically on your offer.

- 11) The undersigned reserves the right to terminate this contract at any time or stages without assigning any reason.
- 12) In case of any dispute, the decision of Superintending Engineer, EHV O&M Circle, Panvel is final and binding on Contractor.

Thanking you

----S/D----
SUPERINTENDING ENGINEER
EHV(O&M) CIRCLE PANVEL

Copy to:
The Manager (F&A), EHV O&M Circle, Panvel

Schedule ‘A’

Sub:Work of providing annual service for housekeeping, cleaning and sweeping alongwith supply of required cleaning material for office of the EHV O&M Circle Panvel for the F.Y. 2023-2024.

Sr No	Activity No	Description	Qty	Unit	Amount	Amount
1	50002392	Cleaning&Sweeping Work with material : Daily Sweeping of entire Office including SE & EE Cabin, Meeting Room, Internal Roads, Watchman’s Cabin etc. Cleaing of all office equipments, Cleaning of toilets and W.C twice in a day by phenol, daily mopping, weekly cleaning of all window and door glass panels, cleaning of water cooler, cleaning of Terrace and ceiling fans and all other related work as per instructions of the office in-charge under EHV O&M Circle Panvel. The agency should provide all T&P required for cleaning work. (Details scope work if required to be mention should be mention while floating the tender)	12	Months	8259.64	99115.62
		Material For Cleaning sweeping provide per months qty to be provided as below (mention qty is probable) Phynyl(wash room and office cleaning) 3Ltr Harpic (toilet cleaning)3*1 Ltr Colin(galss and window cleaning) 1*500ML Nptha Balls- 1*400Gram Dettol Hand wash- 9*175ml Note- The above mentioned material is handed over to concern official for first week of every month.	12	Months	1515.00	18180.00
					Sub Total	117295.62
					GST@18%	21113.21
					Total	138408.83
					Grand total	138409

The bidders have to quote above/below/At par in % in respect of above Estimated Amount.

1. -----% Below (In words -----) of the above total estimated cost.
2. At Par (In words -----) of the above total estimated cost.
3. -----% Above (In word-----) of the above total estimated cost.

Dated Signature of Contractor with Seal

Name -----

Address -----

----Sd----

The Superintending Engineer,
EHV O&M Circle, Panvel

Annexure ‘A’

Sr.No.	Scope of Work	Frequency
	EHV O&M CIRCLE PANVEL	
1	Sweeping and Mopping with water & Phenyl all cabins and all sections(SE Cabin, EE Cabin, Trenchical Section, Fianance Section, HR Section, waiting Area, Security Area)	Once Daily (before 10:00 AM or after 6:15PM)
2	Cleaning of Table glass & computers, Printers	Once Daily (before 10:00 AM or after 5.30PM)6:15PM)
3	Cleaning of surrounding area of circle office	Once Daily (before 10:00 AM or after 6:15PM)
4	cleaning of all toilets with Phenyl	Once Daily (before 10:00 AM or after 6:15PM)
5	Cleaning of meeting room	Twice in week and before & after of scheduled meetings &before 10:00AM or after 6:15PM)
5	Cleaning of all Windows and doors	Weekly (before 10:00 AM or after 6:15PM)
6	Cleaning of all Fans , Racks, Cupboards	Twice in month (before 10:00 AM or after 6:15PM)
7	Cleaning of Terrace	Once in two month (before 10:00 AM or after 6:15PM)
8	Supplying of required materials for housekeeping, cleaning and sweeping. Odonil air fresheners (06 Nos per month) in all sections and in all toilets.)	

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**The Superintending Engineer,
EHV O&M Circle, Panvel**