

**400KV R.S.(O&M) Divn. Lonikand-II**  
**‘Sambhajinagar’ At Post-Lonikand, Tal. Haveli, Dist. PUNE 412 216**

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<b>1.</b>	<b>E-Enquiry No.</b>	<b>EE/400KV/R.S./O&amp;M/Dn/Lonikand-II/Enquiry/111</b> <b>DATE: 06.04.2023</b>
<b>2.</b>	<b>Name of Work</b>	E-enquiry for providing housekeeping service for Control Room, 11 Nos. BCR at 400 KV R.S.(O&M)Dn Lonikand-II S/Stn
<b>3.</b>	<b>Estimated Cost</b>	Rs. 2,55,421.00/- (Two Lakh Fifty Five Thousand Four Hundred and Twenty One only) including GST.
<b>4.</b>	<b>Download of E-enquiry Date</b>	06.04.2023 from 18:00 Hrs to 13.04.2023 upto 17:30Hrs.
<b>5.</b>	<b>Closing Date</b>	13.04.2023 upto 17:30 Hrs.
<b>6.</b>	<b>Opening of quotations</b>	17.04.2023 @ 13:00 Hrs. (If possible)

**Sd/-**  
**Sanjaykumar Ramteke**  
**Executive Engineer**  
**400KV R.S. (O&M) Division**  
**MSETCL Lonikand-II**

Ref: EE/400 KV /R.S./O&M /Dn/Lonikand-II/Enquiry/111

Date: 06.04.2023

**E-ENQUIRY FOR WORK**

**To,**  
**MSETCL, Portal**

Subject: E-enquiry for providing housekeeping service for Control Room, 11 Nos. BCR at 400 KV  
R.S. (O&M)Dn Lonikand-II S/Stn.

Sir,

The rates required for above work to our site from the reputed experienced/ registered contractor with MSETCL as described in Schedule 'A'.

**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) Dn. Lonikand II, Ta: Haveli, Dist. Pune 412216 on or before Date. 13.04.2023 upto 17:30 Hrs.**

"QUOTATION WITHOUT SUPERScription IS LIABLE FOR REJECTION"

2] The rates quoted should be including transportation charges, labor charges, material Charges.  
And all taxes and charges.

3] The contractor should submit following documents certificates (all self-attested copies) as a proof of Qualifying pre-requisites, brochures, attested certificates etc.

1. Valid copy Registration under Shop Act or NOC of Gram panchayat or intimation notice to Shop Act Inspector.
2. PAN card Xerox
3. GST Registrations.
4. Labor License (if applicable) or undertaking of exemption.
5. PF Registration,
6. PT Registration
7. Rates quoted should be given in attached 'memorandum of works' format.

**Note:** Without GST registrations quotation will not be accepted and liable for rejections.

- If said documents are not applicable then submit the letter on your letter head regarding non applicability of said document. Non submission of said document offer will be liable for rejection.
  - 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.
- 4] Work should be carried out as per MSETCL' s work regulations.

- 5] 5% security deposit of contract value i.e. Rs. 12771/- will have to be paid within 7 days from receipt of the LOI at 400KV R. S. Division Lonikand II. After that work order will be issued.
- 6] The right to reject any or all quotations is reserved by the undersigned without assigning any reason.
- 7] Rates should be valid for 365 Days.
- 8] The contractor should be aware with all terms and conditions of supply and works contract of MSETCL.
- 9] The successful agency should execute the agreement on Rs. 500/- stamp paper within 7 days of issue of LOI. After receipt of Agreement bond & SD, work order will be issued. The cost of stamp paper borne by agency.
- 10] 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.
- 11] **Work completion period:** The work will be carried out for one year from date of placing of work order at the place shown by our Addl.EE (Maint.) or his representative.
- 12] **Supervision of work:** The work shall be under the supervision of Addl.EE (Maint.) Lonikand II or his representative for this work.
- 13] The estimated rates given by this office are inclusive of taxes. Hence bidder should quote rates inclusive of taxes. If bidder quote rate exclusive of tax, then taxes should be quoted separately. The Estimated cost is amounting to Rs. 2,55,421 /- inclusive of taxes and charges.
- 14] **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 .
- 15] Payment will be made on monthly basis within reasonable period through online banking method only after receiving the necessary certificate from Engineer In charge or his representative regarding satisfactory completion of work. You have to submit the bill in triplicate along with all relevant documents ie. Attendance of housekeeping person and daily housekeeping book Xerox, material purchased receipt to this office by mentioning your Service Tax & PAN No. etc.
- 16] Income Tax, WCT 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.

Thanking you,

Yours faithfully,

Sd/-  
**Sanjaykumar Ramteke**  
**Executive Engineer**  
**400kV R.S. (O&M) Dn. MSETCL Lonikand-II**

**Copy to:**

The Dy. Manager, 400KV R.S. (O&M), Division, Lonikand II

**SCHEDULE 'A'**

Subject: E-enquiry for providing housekeeping service for Control Room, 11 Nos. BCR at 400 KV R.S. (O&M) Division, Lonikand-II.

Sr. No	Description	Unit	Qty	Rate (unit/qty)	Amount in Rs.
1.	SER- Cleaning & Up keeping of Office (Month) Cleaning daily i.e.sweeping & cleaning the flooring, Ladies & Gents toilet block in 400kv Control room & 11 nos of BCR Rooms in 400kv & 220kv S/Yard of Lonikand Ph-II S/Stn including cleaning material such as phynol acid, Naptha ball, cloth, broom & the kept it in hygienic condition. The control room includes:- a) SCADA Room 1 nos. b) Executive Engineer Cabin 1 nos c) Testing Unit 1 nos. d) Maintenance Unit 1 nos. e) Electrical Lab 1 nos. f) Office 1 nos. g) Pantry Room 1 nos. h) Battery Charger Room 1 nos. i) Battery Room 1 nos. j) PLCC Room 1 nos. k) Store Room 1 nos. l) Line Maint Unit 1 nos. m) WC Bath Ladies & Gents 1 nos. n) All passages in the control room 1nos. n) Premises of control room 1nos. o) 7 nos of BCR Room in 400kv Yard p) 4 nos of BCR Room in 220kv Yard q)132kVControlRoom r) Lifting of Garbage from control room/BCR building to common dustbin & disposing the garbage from common dustbin & conveying the same in outside in MSETCL premises approximately once in a week.	Month	12	18038.19	216458.28
	GST 18%				38962.49
	Total Amount				255420.77
	Say				<b>255421.00/-</b>

**In Words Two Lakh Fifty Five Thousand Four Hundred and Twenty One only) including GST.**

**Sd/-**  
**(Sanjaykumar Ramteke)**  
Executive Engineer (Charge)  
400KV R.S. (O&M) Dn. MSETCL Lonikand-II.

**Enquiry No. EE/400 KV/RS DN./LONIKAND II/ Enquiry/111**

**DATE:06.04.2023**

**MEMORANDUM OF WORKS**

**Name of work:** E-enquiry for providing house keeping service for Control Room, 11 Nos. BCR at 400 KV R.S.(O&M)Dn Lonikand-II S/Stn.

**Estimated Cost:** Rs. 2,55,421/- ( Rs Two Lakh, Fifty Five Thousand, four hundred & twenty one only) Including all taxes and charges.

**Due date:**

**Notes :**

1. If the percentage variation of estimated rate is more than (+) 5%, detailed rate analysis should be submitted
2. If there is any discrepancy in figures and in words, the rate quoted in words will be considered.

**Sd/-**  
**(Sanjaykumar Ramteke)**  
**Executive Engineer**  
**400KV R.S. (O&M) Division Lonikand II.**

This is to confirm that I have studied the enquiry specifications and description of items in detail, I have visited the site, made myself conversant with the site and working conditions.

**Note:** Bidders are requested to quote their rate considering the provision of Service Tax as per prevailing Government rules. Bidders should quote their rate clearly mentioning that rates quoted by us are inclusive / exclusive of Service Tax. If not mentioned it would be clearly understood that rates quoted are inclusive of Service Tax.

I am ready to execute the above prescribed work with: -

1. \_\_\_\_\_ % below (In words \_\_\_\_\_)
2. \_\_\_\_\_ At Par \_ (In words \_\_\_\_\_)

of the estimated Cost.

I hereby undertake that, the rates quoted by us are inclusive of all taxes.

Dated:

Signature of Contractor

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**400 kV LONIKAND -II SUBSTATION OFFICE CLEANING SCHEDULE**

Sr. No	Description																																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	400kV Control Rooms	Daily																																
2	Executive Engineer Office	Daily																																
3	Maintenance Office	Daily																																
4	Testing Office	Daily																																
5	132kV Control Room	Daily																																
6	Division Office	Daily																																
7	GAD Room	Daily																																
8	Control Room Surrounding	Daily																																
9	Toilet Gents (Room)	Daily																																
10	Toilet Room (Ladies)	Daily																																
11	Maintenance Room	Daily																																
12	Office Lobby	Daily																																
13	Pantry Room	Daily																																
14	Battery Room	Daily																																
15	ACDB Room	Daily																																
16	PLCC Room	Daily																																
17	400 kV BCR 1 to 7	Three time in a week																																
1	220 kV BCR 1 to 4	Three time in a week																																