

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

From :

Name of Office : EHV Projects Division – I

Office Address : 3rd floor, Administrative Building, 925, Kasbapeth, Juna Bazar Rd, Pune.

Contact No. : 020-24579223, 24572129 Fax No. : 24573602

Email Id : ee6610@mahatransco.in

EE/EHVPD-I/PN/T/ LPO/ 1301

Date : 25.08.2023

Enquiry

Sub: Enquiry for “cleaning & up-keeping of office” at EHV Projects Dn-I, Pune.

Sir,

Sealed and Superscribed quotations are invited for the above work as per enclosed Schedule `A'. You are requested to quote your lowest rate for the above work. The terms and conditions are as follows.

1. The rate in % should be quoted on firm quotation basis. Rates should be inclusive of all taxes & duties.
2. The Schedule “A” duly filled in with the rates quoted as percentage above/below / at par of our estimated rates will be submitted by registered post or in person to the Office of the Executive Engineer, EHV Projects Division-I,Pune on or before 31.08.2023 up to 18:15 Hrs.
3. The period of the contract shall be 12 months from the date of issue of work order.
4. The labour should have clear antecedents & should not have been involved in any criminal case etc.
5. The labour should be vigilant, alert & respectful & presentable while on duty. They should have good moral reputation & should be free from bad habits like alcoholics, theft etc. The contract labour should have weekly off as per rules.
6. The labour will have to carry out the duty as per instructions of the officer-in-charge and will be present in office atleast till 12:00PM -1:00 pm.
7. You will be required to pay a security deposit equal to 5% of the order amount if the order is placed with you.
8. You shall have to submit an Agreement on stamp paper of Rs. 500/- in the prescribed proforma of the company within 7 days from the date of issue of order for this contract if the order is placed with you.
9. You will be responsible for the payment of the wages, insurance, compensation, over time & other statutory & other legal liabilities as per the relevant laws.

10. Your offer should be inclusive of all taxes. GST/taxes should be mentioned separately.
11. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost.
12. The contract does not confer any right of employment in Company's Services.
13. Payment will be made subject to availability of funds.
14. Required Documents like License for running the Agency, labour license copy, PAN Card copy, GST Registration copy are to be submitted along with quotation.
15. The rates should be quoted on your firm's letter head in sealed envelope mentioning on top of envelope "Quotation cleaning & up-keeping of office at EHV PD-I, Pune."
16. Right to reject any or all offers without assigning any reasons are reserved with undersigned.

Thanking you.

Encl: Schedule 'A'

Sd/-
(Mahendra Katenge)
Executive Engineer
EHV Projects Division-I, Pune

Copy to:

- 1) The Manager (F & A), EHV PD-I, Pune.
- 2) The Head Clerk (HR) EHV PD-I, Pune

Notice Board/ M.File.

SCHEDULE 'A'

Sub : Enquiry for “cleaning & up-keeping of office” at EHV Projects Dn-I, Pune

Sr no	Description	Qty (no. of months)	Rate (per month)	Amount
1	Daily cleaning & sweeping of EHVPD- I, Pune by brooming, dusting of chairs & tables daily, cleaning toilettes daily , wet moping the entire premises daily , dusting of furniture, cleaning of all partitions, doors, fans, windows twice in a month, including carrying out the Misc. office work etc. complete as directed. Note: 1. Required material for the above such as phenyl, liquid soap, brooms, mops, dusters, buckets, brushes, toilet cleaner and floor cleaner, garbage bags shall be arranged by the agency. 2. Daily cleaning work is to be attended before office hrs. i.e. before 10:00am	12	11000	132000.00
		Total A		132000.00
		Add GST 18% of total value		23760.00
		Total A		155,760 /-

(Amount in Word Rs- One Lakhs Fifty Five Thousand Seven Hundred Sixty Only)

SD/-
(Mahendra Katenge)
Executive Engineer
EHV Projects Division-I, Pune.

FORM FOR QUOTING % RATE FOR ITEM INCLUDED IN SHEDULE A FOR

Name of Work: cleaning & up-keeping of offices at EHV Projects Dn-I, Pune

Estimated Cost: Rs **155,760 /-** (including GST)

I am ready to execute the work to

_____ % above (In words _____ % above)

_____ % below (In words _____ % below)

the estimated cost.

Dated _____

Signature _____

Note : 1. If the percentage variation is more than 5% detailed rate analysis should be enclosed.

2. The rate should be inclusive of all taxes.