

Maharashtra State Electricity Transmission Co. Ltd

(CIN No.U40109MH2005SGC153646)

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| Name of Office- Executive Engineer,400KV RS Div Jejuri, Pune. 412303 |
| Contact No. Phone/ Fax - Mob. No. 9657646936 |
| E-mail – ee6160 @mahatransco.in |
| REF: EE/400kV/RS/Div/ Jejuri/ 304 Date: 05.09.2023 |

ENQUIRY

(Through MSETCL webpage)

TO WHOM SO EVER IT MAY CONCERN

Dear Sir,

The budgetary offers through mail are invited for the housekeeping Services at RTC ,Jejuri as per Schedule A'. You are requested to quote your lowest rate for the said services in schedule 'A'

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 moping 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 Coordinator.

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 Coordinator.

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 feets 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.

Schedule 'A'

| Sr. No | Particular | Ex Rate | GST % | Per Unit Rate including GST |
|--------|---|---------|-------|-----------------------------|
| | Housekeeping services includes:- | | | |
| 1 | RTC Hall, Co-Ordinator Cabin, Library, Classroom, Toilet and Washrooms, Basins and Surrounding area | | | |
| 2 | Hostel Building 1 (Entertainment Room, 05 Hostel Blocks, staircase, terrace, Toilets, Washroom, Basins, Washing and Changing Bedsheets, Pillow Cover, Door Mats, curtains Towels, Mattress Covers) etc. | | | |
| 3 | Hostel Building 3 (Faculty Room, 05 Hostel Blocks, staircase, terrace, Toilets, Washroom, Basins, Washing and Changing Bedsheets, Pillow Cover, Door Mats, curtains Towels, Mattress Covers) etc | | | |

1) Minimum 4 nos. of unskilled manpower required daily for the above work with 8 hrs. of duty.

2) Please note that said budgetary offer is only for estimate purpose & not considered for any bidding & No work order will be issued based on this Enquiry.

3) All interested bidders are requested to submit their best reasonable budgetary offer for above works on Email ID: ee6160@mahatransco.in upto 12:00 Hrs on dtd. 11.09.2023

***Before Quoting the rate kindly visit to actual site to deeply clarify area to be covered/nature of work.**

Thanking you,

Yours Faithfully,

-sd-

**V.P.Gulavani
Executive Engineer
400KV RS DIV Jejuri.**