

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD

Name of Office :- Office of The Executive Engineer EHV (O&M) Division Nashik.
Office Address :- EHV (O&M) Division, M.S.E.T.C.L. , New Administrative
Building, 1st Floor, Block No 07, Old Saikheda Road , Near Durga Mata
Temple, Jail Road, Nashik Road - 422 101.
Contact No:- 0253-2403121(O), 2403122, 2403129
E-mail Id :- ee5110@mahatransco.in
Website :- www.mahatransco.in

REF:- :- EE / EHV (O&M) / Dn./ NSK / Tech /No

No 02294

Date **4 4 DEC 2023**

E-Enquiry

Sub:- E-Enquiry for work of 'Upkeeping & maintenance of Rest House alongwith driver's quarter & Maintenance of Garden at 220kV Manmad Substation under EHV O&M Division, Nashik.'

Dear Sir,

Quotations are invited by the undersigned from reputed, experienced & approved vendors of MSETCL for the subject works. Please quote your lowest rates for the work in 'Schedule A' subject to the terms & conditions mentioned as under.

1. **Due Date:** - The quotations complete in all respects, should be submitted to this office on or before Dt.21.12.2023 up to 17:00 Hrs positively. Bids received after due date will not be accepted.
2. **Quotation Opening Date:** - Quotations will be tentatively opened on Dt.21.12.2023 at 17:30 Hrs, if possible or on suitable date & time as per availability of concern officials of MSETCL.
3. The quotation must be forwarded in sealed envelope duly super scribed with all details i.e.
 - i) E-Enquiry No. & Date:
 - ii) Due date :
 - iii) Quotation for :
 - iv) Name & address of the bidder :
4. **Quoted Rate:-**
 - i) Rates should be quoted as per 'Schedule A' enclosed.
 - ii) Rates quoted should be on firm quotation basis.
 - iii) No extra charges for transportation, T&P, skilled workmen etc will be paid, it will be arranged by contractor only.
 - iv) Validity of your quotation should be 120 days.
 - v) The rates shall be quoted in words and in figure.
 - vi) GST & Labour Cess shall be paid extra as per rules & regulations. (if applicable)
 - vii) Contractor not registered under GST will have to submit 'Declaration cum Undertaking for Persons Unregistered Under GST'
5. **Signing of Contract:** - Within 7 days from date of the receipt of work order/LOI the contractor/ agency have to executed an agreement as per provision of "Mumbai Mudarank adhiniam 1958 Clause No..34" with requisite stamp duty.
Contractor will have to sign an agreement with MSETCL regarding a bidding with all the terms and conditions of this order on a non-judicial stamp paper. The matter to be printed on the stamp paper will be provided to contractor by this office. The necessary stamp duty & bond paper for the agreement shall be borne by the Contractor.
6. **Period of Contract:** The period of completion of work will be 2 year i.e.24 Months. Payment will be done on monthly basis.

7. Security deposit:-

The successful bidder will have to deposit the security deposit of 10 % of the work order value within 7 days from the date of firm order/ LOI at the Office of the Executive Engineer, EHV O&M Division, Nashik. The entire security deposit will be refunded to contractor on satisfactory completion of contract period and as per availability of fund. In case break of contract from contractor side, before completion of contract period, the security deposit will be forfeited by the company.

8. Scope of Work:-

- 1) Contractor will have to provide up-keeping & maintenance services at Rest House as mentioned below.:
 - i. Sweeping, moping of floor of Rest house alongwith Driver's Quarter.
 - ii. Cleaning of doors, partitions of Rest house.
 - iii. Cleaning of toilet, bathroom, latrine.
 - iv. Changing & Washing of Bedsheets, napkins, towels, etc.
 - v. Maintenance of Garden, Daily Watering of plants & trees at Garden, approach-Road, etc.
 - vi. Any other work instructed by Addl. Ex. Engineer 220kV Manmad Substation.
- 2) Contractor will have to arrange meals, refreshment, tea, coffee etc. for visitors / occupant. (It is expected to serve 1No. Sabji dry, 1 No. Sabji with gravy, dal, rice, 2 Nos chapatis, salad, papad, etc. as a full meal in Lunch /Dinner. And Poha, Upma, Idli, etc. as breakfast)
- 3) Services Should be available from 9am to 8pm. If services required beyond this period prior intimation will be given by Addl. Ex. Engineer 220kV Manmad Substation.

9. Terms & Conditions of contract:-

- 1) MSETCL will provide free water, electricity, utensils, & other articles required for up-keeping rest house maintenance of Garden trees along with approach-Road, contractor will have to engage his own helper for works. The payment of helper will be effected by contractor as per existing rules and acts in force.
- 2) Contractor will have to lift water from available source for gardening & trees & No transportation charges will be paid by MSETCL.
- 3) Contractor will have to arrange meals, refreshment, tea, coffee etc. & re-imburement of the same be taken from visitor's / occupants at MSETCL. MSETCL will not effect any payment in this respect. The services are to be made or avail whenever required by visitors / occupant etc.
- 4) Contractor will maintain proper accounting of MSETCL. Material i.e. furniture's, cloths, utensils etc. & if anything is found shortage, the cost of the same as decided by MSETCL will be recovered from contractor.
- 5) Contractor have to give proper humble & continuous services to visitor / occupant at all times.
- 6) The accommodation of Contractor & his staff / helper will be arranged by Contractor & MSETCL will not be responsible. No, payment & accommodation in this respect will be made by MSETCL.
- 7) Contractor will have to carry out the work service as per direction & to the satisfaction of Addl. Ex. Engineer 220kV Manmad Substation. No payment will be made for unsatisfactory works & services.
- 8) The contractor shall be responsible to abide all prevailing labour including Workmen's Compensation Act.
- 9) Quantities mentioned in our enquiry are tentative & subject to vary.
- 10) In case any loss occurs to MSETCL's property during execution of work, the same will be recovered as per prevailing rates from Contractor's bill.
- 11) If any tax deduction applicable will be deducted from Contractor's bill as per rule. The taxes like GST will be applicable as per prevailing rates & rules circular issued by Govt time to time.
- 12) The contract will be terminated in between by giving notice with the forfeiting of S.D. & penalty, if the services are not found satisfactory. The contract can be terminated by the authority at any time, without assigning any reason thereof.
- 13) MSETCL will not be responsible for any accident or damages to Contractor's staff during execution of work. The agency will be responsible for all risks that may arise during Contract period.

- 14) The Offer submitted should be unconditional.
- 15) Undersign reserve the right to reject any or all the quotations without assigning any reason thereof. Also undersigned reserves rights to add or delete terms at any stage during the contract period if found necessary, without assigning any reason thereof & without any liability on M.S.E.T.C.L.
- 16) The MSETCL prevailing standard general conditions of contract are also applicable and binding on Contractor.
- 17) If wants any clarification regarding any terms of condition, he should approach in writing to undersigned before quoting rates. After due date no clarification will be given and the decision of undersigned will be final and binding to all Contractors quoting for said work.

18) Termination of contract:-

The contract is liable for termination immediately or with 7 days prior notice from MSETCL side due to any following reasons.

- i) Frequent complaint from the concern officer.
- ii) Overall unsatisfactory services for prolonged period of time.
- iii) Non compliance of contractual terms & conditions.

19) Payment terms:-

Payment will be effected after completion of work & as per actual work done. The agency has to prepare and Submit monthly Bill in triplicate in the name of undersigned Please mention PAN No. and GST No. on bill. It will be scrutinized, certified by Addl. Ex. Engineer, 220kV Manmad Substation, MSETCL, Nashik and the same will be approved by EE, EHV O&M Dn. Nashik. The payment will be made subject to the availability of the funds. Monthly Bill payment will be paid to Contractor in reasonable time and as per the availability of funds at EHV O&M Division, Nashik.

20) Jurisdiction:

In case of difference of opinion, about interpretation of terms & conditions between Agency & MSETCL, the decision of order placing authority will be final & binding on the Agency.

Also any dispute arising out of contract, it will be in the jurisdiction of Hon. Nasik court only.

B. Patil
12/12
Executive Engineer (I/C),
EHV O&M Division,
MSETCL, Nashik.

Copy s.w.r.to:-

- 1) The Chief Engineer, EHV PC (O&M) Zone , MSETCL, Nashik
- 2) The Superintending Engineer, EHV O&M Circle, MSETCL, Nashik

Copy to:-

- 1) Dy. Manager (F&A), EHV O&M Division, MSETCL Nashik.
- 2) Notice Board

'Schedule A'

Contractor's Letterhead

Ref. No.:-

Date:-

To,
The Executive Engineer,
EHV O&M Division,
MSETCL, Nashik.

Sub:- Work of 'Upkeeping & maintenance of Rest House alongwith driver's quarter & Maintenance of Garden at 220kV Manmad Substation under EHV O&M Division, Nashik.'

Ref:- e-enquiry No:- _____ Date- _____

Respected Sir,

I am giving following rates for the subject work. Terms & conditions of e-enquiry under ref. are accepted and same are binding on me.

Sr. No	Service No.	Particulars	Unit	Quantity	Rate	Total Amount
1	1001931	Sweeping & cleaning of Rest house alongwith Driver's Quarter with cleaning powder, phenyl, Cleaning & washing of glass doors, glass partitions of Rest house, Cleaning & washing of toilet, bathroom, latrine using cleaning powder, acid, phenyl etc.,	Per month	24	Rs.---- (In Word Rs.---- only) + GST Extra	
2	--	Preparation of Tea/Coffee, Breakfast and Lunch/Dinner from your own material including gas.	--	--	--	--
		Tea:	Per cup	--	Rs.---- (In Word Rs.---- only) + GST Extra	Amount to be paid by Visitors of Rest House at 220kV Manmad Substation as per order placed by them
		Coffee:	Per cup	--	Rs.---- (In Word Rs.---- only) + GST Extra	
		Breakfast:	Per plate	--	Rs.---- (In Word Rs.---- only) + GST Extra	
Lunch/Dinner	Per plate	--	Rs.---- (In Word Rs.---- only) + GST Extra			

Thanking You,

Yours faithfully,

Contractor's Seal & Signature

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Declaration cum Undertaking for Persons Unregistered **Under Gst**

Date: -

I/We _____ (Name of Person) do hereby declare that we are not liable to obtain registration as normal tax-payer or as a casual/non-resident taxable person in accordance with section 22 or 24(ii)/(v) respectively of the Central Goods and Services Tax Act, 2017.

Further, we also declare that whenever we become liable to get registered under GST, we would obtain registration and inform you accordingly and thereafter issue all the invoices as per relevant provisions of the GST law.

Signature Name: -

Designation: -

Name of the Company / Firm:-