

	MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO LTD	
	CIN NO. U40109MH2005SGC153646	
	400 KV R.S.O&M Division, Lonikand SambhajiNagar At Post Lonikand Tal ,Haveli, Dist Pune-412 216 Phone No-9272222307 (O)/9272222308(P)	
	email id ee6130@mahatransco.in/ eelonikand400kv@gmail.com	

Ref-EE/400 KV /R.S.O&M /Dn/Lonikand-I/Tech/FNo.03/ 74

Date:- 09.02.2024

E-ENQUIRY FOR WORKS

Sub :- E-Enquiry for Annual maintenance contract (AMC) of running & maintenance of Rest House at 400KV R.S. Lonikand-I.

Sir,

Sealed and superscripted quotations are invited from the reputed experienced/ registered contractor for the work as described in Schedule 'A' **on or before 16.02.2024** considering following terms and conditions.

TERMS AND CONDITIONS:-

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, 400KV R.S. (O&M) Division Lonikand-I in advance before three days.

Quotation should be submitted in sealed cover subscribed with following particulars:

Consisting of two separate envelopes with

- 1) Associated documents
- 2) Price Bid Document.

Please Mention clearly on envelop as ...for Associated documents & for Price Bid Document along with bidder/agency name.

Envelope 1:

This contain documents mentioned in Terms & Conditions Sr. No. 23.

Envelope 2:

This should contain only price bid.

The prescribed form i.e. **form for quoting % rate for item included in Schedule 'A'** duly filled-in with the % **rates (above/below)** written in words and figures and signed, should be submitted.

Above both "Envelope 1 & Envelope 2" shall be enclosed in one envelope in sealed & super scribed.

Note:

1. After verifying the full documents in envelope-I, if it is found that, the bidder fulfills the desired pre requisites; Envelope-II will be opened. If the same is not found meeting the prerequisite, Envelope-II will not be opened & the same is rejected/disqualified.
2. Quotations with incomplete details or submitted without sealing or super scribing or not submitted in prescribed form etc. are liable to reject. **Offer on fax or E-Mail will not be accepted. This office will not be responsible in delay in postal transit.**
3. The documents of an offer shall be written legibly and free from erasures, overwriting or conversion of figures corrections where unavoidable shall be made by crossing out, rewriting, initialing and dating.
4. The right to reject all or any of the quotation without assigning any reason, whatsoever for the rejection of any quotation or all the quotations or to place an order for full quantity or part thereof or to finalize the order on time preferred basis or to split the order quantity wise is reserved with the undersigned.
5. Bidder should not submit "Conditional Quotations" such conditional offer shall liable for rejection.

TERMS & CONDITIONS:

1. **Name of Work:** E-Enquiry for AMC of running & maintenance of Rest House at 400KV R.S.Lonikand-I.
2. **Estimated Amount:- Ltd. To Rs. 297360/-** including GST & all other charges & duties.
3. **Security Deposit:** A. Successful bidder will have to pay security deposit of 10% of the proposed value of work order to this office within 15 days from the date of receipt of this order in the form of D.D/FDR/Bank Guarantee of nationalized or Scheduled Bank or may pay through online transaction to account No. 20077001846, IFSC Code MAHB0000717 of Bank of Maharashtra. If you fail to do so, the security deposit will be recovered with interest @ 18% p.a. or as per prevailing rate.
B. The refund of S.D. application should submit within 6 month after completion of contract. If you fail to apply within stipulated period, the action as per MSETCL Co.'s rules will be taken.
4. **Agreement:** Contractor shall have to enter in to agreement on bond paper of Rs. 500 /-as per rule. The cost of the bond paper will be borne by contractor.
5. **Validity of Work Order:** The validity of work order is for 12 Months or till exhaustion of work order amount.
6. **Payment:** Agency shall submit the bills in triplicate to Executive Engineer 400KV RS (O&M) Dn., Lonikand monthly along with necessary documents. Payment will be made on per month basis after satisfactory completion of work and after receiving the necessary certificate from Engineer-in-charge regarding the satisfactory completion of work. Payment will be made by A/C Payee cheque/ by online transaction within the reasonable period as per measurement basis & as per availability of funds.
7. **Penalty:** The M.S.E.T.C.Ltd. will not give any kind of leave to your labour, if maintenance work of rest house is kept pending due to absenteeism of your contract labour or closing of rest house any day or also your performance is appeared dissatisfied will be liable for deduction of penalty as decided by the undersigned.
8. Work is to be done at Rest House of 400 kV R.S. Lonikand S/Stn..
9. Work of running & maintenance of Rest House work is to be carried out for one year from the date of handing over of rest house or from the date of receipt of this order subject to termination of contract from MSETCL side.
10. Utensils, dining set, kitchen equipments, furniture, beds, Bed sheets, pillows with covers etc. will be provided by MSETCL.
11. Work is to be carried out strictly as per time to time instructions of Engineer-in-charge.
12. In case of any dispute, decision of the Executive Engineer, 400kV R.S. (O&M) Division Lonikand-I will be final & binding on you.
13. If any damages occur to the Company's property during execution, you will have to make them good at your own cost.
14. Company will supply water and electricity free of cost.
15. Income Tax as per prevailing rate on the gross value of the work done will be deducted from the bills.

16. All term and conditions as per the Company's rules including those in the MSETCL's booklet for tender & contract or works are applicable in this case also.

17. **Scope of Work:-** The scope of work under this contract shall include following activities,

- a) House keeping services.
- b) Complete cleaning, sweeping, swabbing of floors, common area, reception passage etc. twice a day.
- c) Cleaning the Rest house building including all the suites i.e. A.C. Suit, driver room, dining hall, kitchen, parking area/shed and keeping the building neat and clean.
- d) Cleaning of toilets with phenyl or required standard quality chemicals once or twice a day whenever required.
- e) Cleaning of toilets floor area & commode W.C. pan etc. with acid twice a week and to keep air purifiers naphthalene balls in position.
- f) Collection carrying and dumping of garbage outside the boundary of MSETCL's premises as directed by the Engineer-in-charge.
- g) Cleaning of kitchen, dining hall and other surrounding area with phenyl twice a day after every meal.
- h) Dusting, cleaning & brushing of furniture and carpets daily.
- i) Changing of bed sheets, pillow covers, hand towels etc. & washing the same by you and kept neatly. Cleaning the curtains etc.
- j) Replacing electrical fixture such as tube light/bulbs etc. whenever required (The material shall be provided by MSETCL). Any defect in electric equipment should be reported to Engineer-In-Charge immediately.

18. **Contractor's Employees:**

The contractor's shall employ and provided on sited only such employees those are skilled and experienced for execution supervision of work. The contractor's employee shall not be below 18 years. The free accommodation provided by MSETCL is inclusive of accommodation to his employees also. No separate accommodation will be provided to his employees. He shall also be responsible for any injury/accident to his employees. Payment of compensation etc. as may be required to be paid eventually shall be by the contractor.

19. **Catering Services:**

This will include the following activities,

- a) L.P.G. connection will be provided by MSETCL. You will have to refill the cylinders at your own cost. Vehicle will not be provided by the Company for bringing refilled cylinder.
- b) To provide tea, coffee, snacks, lunch, dinner etc. at specified rates approved by MSETCL cooked from good quality grains and materials.
- c) To maintain hygiene. The provided food should be of good quality. If any complaint received from any person regarding food quality, penalty will be charged as decided by Engineer-in-charge. If repeated complaints are received, the contract will be terminated and balance work will be carried out through other agency at your risk and cost.
- d) Taking care of guest during their stay from check-in-time, like opening of suites, preparing bed, changing of bed sheets, pillow covers, towels etc. collection of suit rent charges, as per prescribed rates of MSETCL maintaining the register for the same and submitting the cash at the time of billing monthly to the company.
- e) To arrange official lunch/dinner, snacks etc. for officers and official guest of MSETCL whenever ordered by the company, with due permission of Engineer-in-charge.
- f) Cleaning, washing of utensils, dishes, serving post etc. and keeping them in neat and clean condition.

20. In case, it is found that any unauthorized person's occupying/utilizing Company's Guest house amenities, charges as per private persons rate will be charged to you and action as per Company's rule including

termination of contract shall be taken against you and balance work will be carried out through other agency at your risk and cost.

21. The persons who have been engaged to look after house maintenance work should be provided as and when the Company's authorities will demand.
22. In case of failure to complete the work fully or partly the balance work will be got done from other agency even at higher rate and difference in cost will be recovered from you.
23. Bidder have to submit the Xerox copies of following documents with the offer
 - i) Copy of PAN ii) Valid Copy of Shop Act/NOC from Grampanchayat iii) Copy of GST Registration iv) Catering license v) Work experience certificate for minimum 3 years obtained from not below the rank of Executive Engineer for similar works.
24. In case of any negligence in work observed, the amount equivalent, to the loss will be recovered from Contractor's bill and if the negligence is repeated the contract will be cancelled and the Security Deposit paid by the contractor will be forfeited.
25. If it is found that performance of work is unsatisfactory, the contract is liable for termination without giving any prior notice and at your entire risk. The security deposit paid by you shall be forfeited. You shall not entrust the work on sub-contract /transfer or assign the contract or any part thereof to any third party. In case any deviations observed it will be treated as breach of contract and the contract will be terminated at your entire risk and cost.
26. This office reserves all the rights to reject any or all quotation without assigning any reasons thereof.
27. For legal disputes, if any, jurisdiction shall be exclusively of Pune courts.

Thanking you.

Sd/-
R. V. Amberwadikar
Executive Engineer
400KV R.S.(O&M) Division Lonikand-I

Copy s.w.r.s to:

1. The Chief Engineer, EHV CC O&M Zone, Pune.
2. The Superintending Engineer, EHV (O&M) Circle, Pune.

Copy to:

1. Dy. Manager (F&A), 400KV R.S.(O&M) Division Lonikand.
2. Notice Board

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO LTD
400 KV R.S.O&M Division, Lonikand-I

Sub :- Schedule for AMC of running & maintenance of Rest House at 400KV R. S. Lonikand-I.

SCHEDULE 'A'

Sr. No.	Activity No.	Particular/Description of work	Qty (Month)	Rate (Rs./Month)	Estimated cost (Rs.)
1	50004634	Running & maintaining of Rest House at 400 kV R. S. Lonikand. Providing House Keeping Pesticides & Catering services, round the clock attendant services for operation of rest house incl. all labours, replacing the bed sheets, blankets, pillow covers, towels, Napkins, curtains, carpets, overall watch & ward opening & closing of main gate, operation of lighting system. Water supply of guest house, Cleaning & Maintaining of Rest house Premises, Keeping the surrounding area of Rest House neat and clean etc. as specified or as directed by the authorized representative of the Company etc. Required material i.e. hand wash, towels, napkins, phenyl, room fresheners, Dish TV Recharge, Broom, Kharata, Mopper, Domex, Colin, Napthalene Balls, Bath Soap, Liquid Soap, Dish wash bar etc. is on agency's account.	12 Months	21000	252000.00
				Total	252000.00
				18% GST (SAC Code 996311)	45360.00
				Grand Total	297360.00

The estimated cost amounting to **Rs. 297360/- including GST.**

Sd/-
Executive Engineer,
400KV RS(O&M)Dn. Lonikand

Form to be filled by bidder:-

Form for quoting % rate for item included in Schedule 'A'

Name of work :-

Estimated Cost :-

I, am ready to execute the work on ____% Above (In words _____) the estimated cost Or **AT PAR** (In words _____)
 Or ____% below (In words _____) the estimated cost.

Date :-

Signature of Bidder :-

1. If the percentage variation is more than 5% detail justification of rate analysis should be submitted along with your offers.