



**400kV R.S. Division, Lonikand-II**  
At Post-Lonikand, Tal.-Haveli, Dist.-Pune  
Pin code- 412 216

<b>1.</b>	<b>E-Enquiry No.</b>	EE/400kV/R.S./Dn/Lonikand-II/Enquiry/169 Date: 06.06.2024
<b>2.</b>	<b>Name of Work</b>	E-enquiry for providing services for housekeeping work of Division office, Control Room & 11 Nos. BCR at 400 kV R.S. Division, Lonikand-II.
<b>3.</b>	<b>Estimated Cost</b>	Rs. 2,48,612/- (Two Lakh, Forty-Eight Thousand, Six Hundred and Twelve only) including GST.
<b>4.</b>	<b>Download of E-enquiry Date</b>	07.06.2024 from 18:00 Hrs to 14.06.2024 upto 18:00Hrs.
<b>5.</b>	<b>Closing Date</b>	14.06.2024 upto 18:00 Hrs.
<b>6.</b>	<b>Opening of quotations</b>	15.06.2024 @ 13:00 Hrs. (If possible)

**Sd/-**  
**Sanjaykumar Ramteke**  
**Executive Engineer**  
**400kV R.S. Division, Lonikand-II**

 <p>MAHATRANSCO Maharashtra State Electricity Transmission Co. Ltd.</p>	<p><b>MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED</b>  <b>Government of Maharashtra (Undertaking)</b>  <b>(CIN No- U40109MH2005SGC153646)</b>  <b>Office of the Executive Engineer</b>  <b>400kV R.S. Division, Lonikand-II</b>  <b>Sambhaji Nagar, At post-Lonikand, Tal-Haveli, Dist-Pune</b>  <b>Maharashtra-412216</b>  <b>Phone no.-8208454909</b>  <b>Email:ee6190@mahatransco.in</b></p>	
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**Ref. No. EE/400kV/RS/Div/Lonikand-II/**

**Date:**

**E-ENQUIRY**

**Sub:** - E-enquiry for providing services for housekeeping work of Division office, Control Room & 11 Nos. BCR at 400 kV R.S. Division, Lonikand-II.

**Dear Sir/Madam,**

Sealed & super scribed quotations are hereby invited by undersigned for the work of providing services for housekeeping work of Division office, Control Room & 11 Nos. BCR at 400 kV R.S. Division, Lonikand-II. Submit the sealed quotations to this office between **07.06.2024 to 14.06.2024 upto 18:00 PM** by considering following Terms & Conditions.

**TERMS AND CONDITIONS: -**

1. Quotation should be duly filled in all respect & sealed envelope to be submitted to this office, within due date.
2. Rate shall be quoted should be inclusive of taxes, in Schedule-A. The rate quoted shall be valid for 180 days from the date of opening the quotations.
3. GST will be paid extra, as applicable.
4. Enclose duly attested & signed copies of following valid documents, along with quotations.
  - a) Valid copy of Registration under Shop Act or NOC of Gram panchayat.
  - b) PAN card Xerox
  - c) GST Registration certificate
  - d) Labor License (if applicable) or undertaking of exemption.
  - e) PF Registration,
  - f) PT Registration
5. The envelope containing quotation should be properly sealed & subscribe as Quotation for providing services for housekeeping work of Division office, Control Room & 11 Nos. BCR at 400 kV R.S. Division, Lonikand-II.
6. Conditional bids are not acceptable.
7. If exempted from any above said document then submit the undertaking on your letter head regarding non-applicability of said document. Due to non-submission of any said documents, offer will be liable for rejection.
8. 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.
9. Work should be carried out as per MSETCL' s work regulations.
10. **Security deposit:** Security deposit i.e. 10% of Order value is to be paid after the issue of LOI. Same will be refunded after satisfactory completion of work order and guarantee period. In case of failure to execute work order in full or part, security deposit will be forfeited.

11. **Agreement bond:** As per rule, you will have to entered into contract agreement with MSETCL on stamp paper costing Rs. 500/-, before starting the work. Cost of stamp paper is to be borne by you.
12. The right to reject any or all quotations is reserved by the undersigned without assigning any reason.
13. The contractor should aware with all terms and conditions of supply and works contract of MSETCL.
14. 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.
15. **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.
16. **Supervision of work:** The work shall be under the supervision of Addl.EE (Maint.) Lonikand II or his representative for this work.
17. 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. 2,48,612/- inclusive of taxes and charges.
18. **Penalty:** If the work is not completed within stipulated time, the penalty @ 1/2% of the total contract price per week or part thereof, of delay subject to maximum of 10% of the executed contract price or total contract price for the entire scope of work whichever is higher.
19. 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 i.e. Attendance of housekeeping person and daily housekeeping book Xerox, material purchased receipt to this office by mentioning your Service Tax & PAN No. etc.
20. 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,

Sd/-  
**Sanjaykumar Ramteke**  
**Executive Engineer**  
**400kV R.S. Division, Lonikand-II**

**SCHEDULE 'A'**

**Sub: -** E-enquiry for providing services for housekeeping work of Division office, Control Room & 11 Nos. BCR at 400 kV R.S. Division, Lonikand-II.

<b>S.N.</b>	<b>Particular</b>	<b>UOM</b>	<b>Ex rate</b>	<b>GST</b>	<b>Unit rate</b>
1	<p>SER- Cleaning &amp; Up keeping of Office (Month) <b>(for two person)</b> Daily cleaning i.e. sweeping &amp; cleaning the flooring &amp; Regular cleaning of Gents &amp; ladies Washrooms, 400kV &amp; 132kV Control Rooms with 11 nos of 400kV &amp; 220kV Switchyard BCRs including cleaning material such as Naptha ball, broom, phenyl etc. The 400kV R.S. Division, Lonikand-II includes: - a) SCADA Room b) Executive Engineer Cabin c) Testing Unit d) Maintenance Unit e) Electrical Lab f) Office Room g) Pantry Room h) Battery Charger Room i) Battery Room j) PLCC Room k) Store Room l) Line Maint Unit m) WC Bath Ladies &amp; Gents 1 nos. n) All passages in the control room n) Premises of control room o) 7 nos of BCR Room in 400kV Yard p) 4 nos of BCR Room in 220kV Yard q) 132kV Control Room r) 400kV Control Room Lifting of Garbage from control room/BCR building to common dustbin &amp; disposing the garbage from common dustbin &amp; conveying the same in outside in MSETCL premises approximately once in a week.</p>	Per month			

**Note: - i. Rate should be inclusive of all taxes.**

**ii. Minimum two numbers of employees are required for Housekeeping work.**

**Sd/-**  
**Sanjaykumar Ramteke**  
**Executive Engineer**  
**400kV R.S. Division, Lonikand-II**

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**Ref. No. EE/400kV/RS/Div/Lonikand-II/**

**Date:**

**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. 2,48,612/- (Rs Two Lakh, Forty Eight Thousand, Six hundred & Twelve only) Including all taxes and charges.

**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. 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 \_\_\_\_\_

\_\_\_\_\_

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