

Office of Executive Engineer

400kV R.S. O&M Division, Karjat

Office Address: 400kV R.S Division Karjat, Gut No 31,
Deulwadi , Siddhatek, Tal Karjat, Dist-Ahmednagar, 414403

Contact No.: 09175938827, 09175938869

Email Id: 400kvkarjatcr@gmail.com



माहितीचा
अधिकार
RIGHT TO
INFORMATION

EE/400kV/RS/O&M/Div/karjat/ / / /

Dt:- 06.09.2024

Enquiry

Sub: - Enquiry for providing services for Housekeeping work of division office, control room Building, Store Room and 10 Nos. BCR at 400 KV R.S.(O&M)Dn Karjat S/Stn.

Dear Sir,

You are requested to submit your offer in sealed quotation for providing services for Housekeeping work of division office, control room Building, Store Room and 10 Nos. BCR at 400 KV R.S.(O&M)Dn Karjat S/Stn. as per enclosed Schedule 'A' so as to reach this office on or before 13.09.2024 considering following terms and conditions.

TERMS AND CONDITIONS:

1. The period of contract is for one year or expiry of order value.
2. Quotation as per Schedule 'A' duly filled in prescribed format with the rates written in words and figures and signed, should be sent by registered post or in person to The Executive Engineer, 400kV R.S. (O&M) Division, Karjat, Tal- Karjat, Dist- Ahmednagar (Pin code- 414403).
3. Please super scribe the offer with the following details:-
 - a. Quotation for:-
 - b. Enquiry No.:-
 - c. Due Date:-
 - d. Name of the Bidder:-

4. Scope of work:

Providing services for Housekeeping work of division office, control room Building, Store Room and 10 Nos. BCR at 400 KV R.S.(O&M)Dn Karjat S/Stn by providing **2 nos. of housekeeping person daily basis** along with all required consumable material. The detail scope of housekeeping work is as below:

Daily cleaning and up keeping of Control room, Scada room, offices, toilets blocks , BCR etc by brooming, sweeping and wet moping the entire premises, & keeping it in hygenic condition. Dusting the furniture, cleaning all partitions and doors once in a week, cleaning windows, , cleaning toilets and basins daily .

Note:

1. Chemicals such as phenyl, Dettol, acid, air fresheners, liquid soap with dispenser on all wash basins, soap, naphthalene balls, brooms, mops, dusters, buckets, brushes, shall be provided by agency.
2. Daily work is to be carried out before office hours on all working days as well as holidays as per requirement. The control room includes:-
 - a) SCADA control Room 1 nos.
 - b) Executive Engineer Cabin 1 nos
 - c) Testing Unit office 1 nos.
 - d) S/S Maintenance office 1 nos.
 - e) Line maintenance office 1 No.
 - f) conference Room 1 no
 - g) Electrical Lab 1 nos.
 - h) Office/ HR/GAD/Accounts 1 nos.
 - i) Pantry Room 1 nos.
 - j) 48 V Battery Charger/ ACDB/DCDB Room 1no.
 - k) 220 V Battery Room 1 nos.
 - l) PLCC Room 1 nos.
 - m) Store Room 1 nos.
 - n) WC Bath Ladies & Gents 5 nos.
 - o) All passages in the control room 1nos.
 - p) Premises of control room 1nos & surrounding areas.
 - q) 5 nos of BCR Room in 400kV Yard
 - r) 5 nos of BCR Room in 220kV Yard.
 - s) ladies rest room 1 no.
 - t) gents rest room 1 no.
 - q) Lifting of Garbage from control room/BCR building to common dustbin & disposing the garbage from common dustbin & conveying the same in outside in MSETCL premises approximately Twice in a week.
5. All consumable materials required for day to day housekeeping work need to provide without any extra charges.
6. **Estimated Amount:** - MSETCL estimated cost of work is **Rs. 296680/-** including GST & all other charges & duties.
7. **EXECUTION & SUPERVISION OF WORK:-** The work shall be supervised by the Addl. Executive Engineer (M), appointed by under signed and should carry out to the satisfaction of Engineer, in charge. In case of any dispute, decision of undersigned shall be final and binding on the contractor.
8. **SECURITY DEPOSIT:** The successful bidder will have to pay security deposit within 7 days from the date of receipt of the Notice of Award of Contract/LOI, amounting to 10% of the value of the contract (for the offers received below the estimated cost of the tender, the amount of performance security deposit / BG shall be applicable as per guidelines issued vide Annexure-A of reference letter No. MSETCL/CO/CE/TR.O&M/SE- II/EE-VII/No. 2064 Dtd. 16.02.2024) in the form of FDR/D.D./B.G of any Nationalized/scheduled Bank in the name of The Executive Engineer, 400kV Rs Dn. Karjat.

9. **AGREEMENT:-** The successful bidder shall also execute a stamped contract agreement with the MSETCL at 400kV RS division Karjat Office, on his own cost in the Company's standard forms as per the provision of "Mumbai Mudrank Adhinyam 1958, Clause No. 34". The contractor shall enter into a contract agreement with the MSETCL within 7 days from the date of receipt of Notice of Award of Contract / LOI before starting of work. The MSETCL will not be liable to pay nor shall the contractor be entitled to claim any bill amount due or payable under the contract until the agreement is executed with MSETCL. The necessary stamp duty for the agreement shall be borne by the contractor.
10. No transportation or travelling charges to be provided for housekeeping personnel by MSETCL.
11. **SUBMISSION OF BILL & PAYMENT:** - You will have to submit the Original bills monthly in triplicate including work order No., Pan No., GST No. along with satisfactory detail work completion report which will be signed with concern unit in-charge to this division in the name & office of the undersigned. The same will be submitted to the concerned unit for further process. After that the concern In-charge will verify & certify the bill as per MSETCL standard procedure & submit the same to this office for effecting payment. After due audit & verification, Executive Engineer, 400 kV RS Karjat, shall effect the payment. Payment of Bill will be made as per the availability of funds at 400 kV RS Karjat. However, the payment will be made as per actual measurement & as per the actual work done.
12. **T.D.S., GST, LABOUR CESS & APPLICABLE TAXES:-** The T.D.S. at source as per prevailing rates & rules or at the rate amended from time to time in accordance with the provision of financial act, GST as per Govt. Rules of taxes as applicable, Labour Cess @1% under the Building & other construction workers welfare cess act 1996 & Applicable taxes will be deducted from your bill.
13. The offer shall be valid for acceptance for a period of 90 days (Ninety days) from the date of submission. During this period no bidder shall be allowed to withdraw his offer.
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. Bidder has submitted the Xerox copies of following documents with his offer.


S.N.	Documents required
1	Certificate of Shop Act License/NOC of Grampanchayat
2	Valid PAN CARD Copy and ITR for last 2 year.
3	Proof for GST Registration if available
4	Work order Copy or Work completion certificate for executed similar type work in MSETCL or any other Government offices.

16. Housekeeping personnel to be provided should be good behavior & able to managed all work by him/herself.
17. Company should not be responsible for Housekeeping personnel liability such as accident compensation, wages, accommodation & other facilities etc.
18. The Housekeeping personnel shall maintain the attendance indicating time of arrival for duty in morning & time of closure of duty period and to be submitted along with monthly bills.
19. 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. Offer on fax or e-mail will not be accepted. This office will not be responsible for delay in postal transit. Quotation which does not fulfill all or any of the above conditions or are incomplete in any respect is liable to be rejected.

20. The right to reject all or any of the quotation with assigning 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.
21. Bidder should not submit "Conditional Quotations" such conditional offer shall liable for rejection.
22. If the bidder has any doubt about the meaning of any portion of the enquiry conditions/ specifications he should get it clarified from the office of the undersigned before submission of the offer.
23. All General /Technical / Commercial terms and conditions of the contract of the MSETCL Company are applicable to this contract.
24. Undersigned reserved the right to accept any quotation or to reject all the quotation without assigning any reason.
25. **JURISDICTION:** All disputes, differences arising under, out of or in connection with this order, so concluded shall be subject to the exclusive Jurisdiction of Ahmednagar Court only.

Thanking you,

Encl: Schedule A



Sandeep L Lahare

Executive Engineer

400kV R.S.O&M Division, Karjat

Copy s.w.r. to: - The Superintending Engineer, EHV O&M Circle, Nashik.

**Copy to: 1. The Dy. Manager (F&A), 400kV R.S. (O&M), Division, Karjat
2. Notice Board**

Schedule "A"

Sub: - Enquiry for providing services for Housekeeping work of division office, control room Building, Store Room and 10 Nos. BCR at 400 KV R.S. (O&M) Dn Karjat.

S.N.	Particulars	Rate per month in Rs	Quantity	Amount in Rs
1	SER-Cleaning & Sweeping Work: Daily cleaning and up keeping of Control room, Scada room, offices, toilets blocks , BCR etc by brooming, sweeping and wet moping the entire premises, & keeping it in hygenic condition. Dusting the furniture, cleaning all partitions and doors once in a week, cleaning windows, cleaning toilets and basins daily by providing 2 nos. of housekeeping persons along with supply of all required consumable materials for day to day sweeping work as per details mentioned in scope of work of enquiry.		12 month	
			Subtotal-I	
		GST on Subtotal-I	18%	
			Grand Total	

Sandeep L Lahare

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Executive Engineer

400kV R.S.O&M Division, Karjat

Documents required:

S.N.	Documents required	Attached Yes/No
1	Certificate of Shop Act License/NOC of Grampanchayat	
2	Valid PAN CARD Copy and ITR for last 2 year.	
3	Proof for GST Registration if available	
4	Work order Copy or Work completion certificate for similar type executed work in MSETCL or any other Government offices.	