



E-Enquiry Notice

MSETCL invites bids for following E-enquiry through inviting sealed quotation process of MSETCL in single bid system from registered contractors, agencies on Mahatransco website <http://mahatransco.in> for following works.

Sr. No.	E-enquiry No & Description of Work	Due date & Time (Hrs) for submission & opening of E-Enquiry		
1.	Enquiry No. CE/MSLDC/Airoli/02410 Dt.22.11.2024			
	Scope of Work: Contract of providing catering and caretaking services in Guest House at MSLDC, Airoli for the period of 2 Years i.e. from 01.01.2025 to 31.12.2026	Download/Purchase of Enquiry Documents Date: From 23.11.2024 to 29.11.2024		
	Estimated Cost (Rs)	Enquiry Fee	Closing Date (Submission)	Opening Date
	Rs. 4,44,000/-	NIL	29.11.2024 15.00Hrs.	02.12.2024 (If possible)

Contact Person: Additional Executive Engineer (Maint)/Assistant Engineer (Maint) State Load Dispatch Centre, Thane-Belapur Road. At & Post Airoli Navi Mumbai - 400708.
Tel. no. 9320844448/8879963312

For further details visit our website <http://.mahatransco.in>

SD/-
(Milind Deole)
Superintending Engineer (SCADA/Admin)
MSLDC, MSETCL, Airoli.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

Office of The Chief Engineer
Maharashtra State Load Dispatch Center, Thane-Belapur Road, P.O. Airoli,
Navi Mumbai Pin – 400 708.
Tele :91-22-27601931 / 2937
Email : cesldc@mahasldc.in
website: <http://www.mahasldc.in>

Ref: CELDK/Maint/FM-45/02410

Dt.22.11.2024

E-Enquiry

To,

All Vendors

Sub: E-Enquiry for contract of providing catering and caretaking services in Guest House at MSLDC, Airoli for the period of 2 Years i.e. from 01.01.2025 to 31.12.2026

Dear Sir,

Sealed quotations are invited from experienced parties/contractors for the contract of providing catering and caretaking services in Guest House at MSLDC, Airoli for the period of 2 Years i.e. from 01.01.2025 to 31.12.2026 on or before 29.11.2024 up to 15:00 hrs with following terms and conditions.

Terms & Conditions:

1. You have to quote for above said work as per Annexure-A. The rates should be inclusive of cleaning material required for running of Guest House. The rates of food items to be provided in guesthouse are attached in Annexure-B. Indicative list of material is attached in Annexure-C. There should be no revision of rates of food item without prior permission of Competent Authority.
2. E-Enquiry is invited for Caretaking and catering services including all material in Guest House (consist of 2 rooms) at MSLDC Airoli with a high-quality provision of House Keeping, Catering, Reception, Limited Room Service and ensuring adequate Cleanliness and Hygiene of the Rooms, Kitchen, Pantry, Toilets and adjoining areas.
3. **Taxes:** Prices quoted shall clearly indicate whether they are inclusive of taxes.
4. **Validity:** Validity of your quotation should not be less than 60 days. You should visit the work site before submitting the quotation.
5. **Payment:** Payment will be made monthly basis. No advance payment will be made
6. **Period:** The work of maintenance will be for a period of two years.
7. **Security Deposit:** You will have to pay security deposit amounting 5% of the value of the order on annual contract period which will be refunded after satisfactory execution of the order. In the event of unsatisfactory performance of the contract, this amount will be forfeited.
8. No extra charges for transportation, T&P and Labour, material etc will be paid, it will be arranged by you only. You should quote the rates as per Annexure-A enclosed herewith.
9. Contractor will be responsible for accidents to their workers occurring during the entire course of work and he will have to pay compensation whatsoever as per the prevailing Workman's Compensation Act.
10. Income Tax & any other tax (as applicable) at source will be deducted as per rules.
11. The undersigned reserves the right to cancel any or all the quotations without assigning any reasons thereof.

12. Acceptance as per Annexure-A to confirm their eligibility in this part:

- i) Proof of establishment of Firm.
- ii) Goods and Service Tax (GST) certificate, if applicable
- iii) PAN Card.
- iv) Experience cum Detailed Work Completion Certificate for the minimum amount of 40% of the estimated cost i.e. Rs. 1,77,600/-
- v) Food Safety License from FSSAI (Food and Drug Administration certificate)
- vi) The Bidder should visit site to understand the detailed scope of work and obtain site survey report certified from Maintenance section In-Charge and attach the same with the bid.

13. Contractor should be reputed and experienced dealing firm/agency in the area of hospitality preferably in catering, guest house maintenance and caretaking in Any Govt, Private offices etc. Work completion/Performance certificate regarding the same should be submitted.

14. The work order/Work experience certificate for similar type of work should be issued by officer not below the rank of Executive Engineer in Govt. /Semi Govt/PSU/Reputed private company.

15. No unlawful activities like betting, gambling, etc. shall be allowed inside the guest house.

16. MSLDC Airoli will not be vicariously liable for any act of the Bidder and the Bidder shall alone be liable for violation of any law of the land. On the expiry of the contract the Bidder shall handover all articles which were entrusted in good conditions as per stock register. MSLDC Airoli shall reserve the right to renew or otherwise, the contract after expiry of contract.

17. MSLDC reserves the right to reject any or all the E-Enquiry without assigning any reason. Apart from the above points, all the Terms & Conditions Published by M.S.E.B. in Booklet “**Tender & Contract of Works**” is applicable here also.

18. The option to enhance/change the scope/terms and conditions of the contract with mutual agreement exists. Following Items will be provided by MSLDC, Airoli

- a) Furniture to all rooms
- b) TV & AC to all rooms.
- c) Kitchen Utensils.
- d) Common Refrigerator for room and Kitchen
- e) Water cooler & Water Purifier.
- f) Beds and bed sheet & Pillow and curtain.
- g) Electric stove
- h) Geysers to all rooms

NOTE: All Alcohol Activities is prohibited in Guest House.

19. Other Conditions: The Contractor shall provide skilled cook and room boys round the clock (even during night).

20. Readiness of room for guests:

- i) Deploy manpower in specified areas on a 24X7 basis. Setup a reception counter at the Guest House, to cater for arrival, departure and billing etc. for Guests. Staff should be in proper uniform. Police verification (if required), of employed manpower has to be done by the contractor & copy of the same has to be submitted to the Guest House I/C.
- ii) Contractor will employ trained and qualified manpower as per the Food Safety Standards and IHM norms, for catering, receptionists, supervisors, janitors, laundry etc.
- iii) The Contractor and his deployed personnel shall be responsible to keep room ready in all respect within 01 hr. of the vacation of the room by the guest.

- iv) Filling drinking water in jugs in all the rooms and keeping the cleaned glass in every room at the time of arrival of guest and the same should be changed daily or on request of the guest.
- v) Making of the beds of guests i.e. spreading the bed sheets, quilts/ blankets, bed covers, inserting pillow covers, beds shall be made at the time just before the occupation of the room by guest.
- iv) The Contractor and his deployed personnel shall ensure that linen of rooms during the stay of guests are changed every alternate day.
- vi) The contractor and his deployed personnel shall be responsible to replace linen of rooms in case room remains vacant for more than 03 days.
- vii) The contractor and his deployed personnel will also ensure that linen is changed as & when requested by the guest.
- viii) The total stock of bed covers, bed sheets, bed spreads, pillow covers, blankets, towels, curtains etc. handed over in bulk against acknowledgement of the caretaker-cum-supervisor shall be under the custody of the caretaker and caretaker shall take general care of these items.
- ix) The Contractor will also provide Laundry Facilities as part of House Keeping. Individual laundry requirements will be charged separately to the occupants.
- x) **Menu for meals:** - Indian cuisine of befitting standard. Weekly menu to be provided. Other types can be given on mutual agreement. Facilities to provide additional items an extra charge should exist. Should be ready to undertake catering services with menu during seminars/Conferences in the Campus. Facilities to provide meals to faculty or officials of MSLDC, Airoli on actual charging basis should exist.
- xi) Basic utensils, kitchen space and pantry provisions are available with MSLDC, Airoli for use by the selected bidder.
- xii) Normal electricity and water provision would be made by MSLDC, Airoli. The contractor will make use of the RO System and Water Coolers of MSLDC, Airoli to provide drinking water to the occupants. contractor should have arrangement of water dispensers and big water bottles to cater for contingents.

21. Record Keeping: The supervisor/caretaker will record in the register maintained for the purpose the names of the guest, rooms allotted, issue and collect back-room keys and almirah keys, collection of tariffs, issues of receipts to guest, maintain the account and the collected tariffs shall be deposited with MSLDC office.

22. SCOPE OF WORK:

1. Comprehensive overall work of guest house upkeep & maintenance on MSLDC Guest House for period of 24 months consisting of following nature of work:
 - a) Up-keeping of Guest House.
 - b) Bed Making in the Rooms.
 - c) Daily Cleaning/Moping (Dry & Wet moping) of rooms, Foyers etc.
 - d) Washing of Bed sheet, Pillow covers, Towel etc.
 - e) Monthly washing of curtains.
 - f) Supervision over the premises cleaning of the Guest House.
 - g) Cleaning of sofa set, carpets (once in fortnight) with vacuum cleaner/brushing.
 - h) Maintenance of the accounts.
 - i) Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances

- etc. to the Guest House In charge.
2. Cleaning of the entire premises & the Guest House, including the outside area i.e. Garden, Back Portion and Garage.
 3. Up keeping of the kitchen and drawing room.
 4. Regular cleaning/dusting of furniture
 5. Catering services including morning tea, breakfast, lunch, evening snacks & dinner, Services as indicated in (if required).
 6. Sanitary materials, such as washing/bathing soap, phenyl, washing powder, mosquito coils, soaps, toiletries, ironing of bed sheets, pillow covers etc. shall be supplied/arranged by the contractor. The materials used shall be of standard make.
 7. All grocery items to be used should be of best quality as approved by the guest house committee.
 8. Any malfunctioning of the equipment's provided by the MSLDC Airoli shall be maintained properly.
 9. All Air Conditioners/Water Coolers shall be looked properly; any malfunction will be reported promptly to concerned authorities.
 10. Kitchen implements, such as mixer grinder food processor, juicer etc. to be provided by the contractor, shall be of better quality.
 11. Water cooler, refrigerator, electricity and space shall be provided by the MSLDC Airoli. Similarly, mattresses, bed sheets, blankets, etc. shall be provided by the Contractor.
 12. The contractor shall be fully responsible for the service conditions of the workers engaged by him for their disbursement of payment, Provident fund, ESI, workmen compensation Act. Minimum Wages Act 1948 and all statutory liabilities as per labour law etc. The MSLDC Airoli shall not be bound to defend any claims brought under the workman's Compensation Act or any other Labour Laws in force, even because of any negligence on the part of the contractor or by the workers engaged by him.
 13. It will be the duty of the contractor to assist the Guest House In-charge in regularly monitoring the maintenance & upkeep of the guest house, as detailed above.

TERMINATION OF THE CONTRACT:

- a) MSLDC has to the right to terminate the contract giving one month notice without giving any reason there off/ non satisfactory performance of the contract.
- b) **By the contractor:** The contractor may withdraw the contract prematurely by giving minimum three months' notice, however, in that case 100% of the security deposit will be forfeited.
- c) On termination/expiry of the contract, the contractor will hand over all the equipment's/ furniture/ articles etc. supplied by MSLDC in good working condition.

Yours faithfully,

SD/-

(Milind Deole)

**Superintending Engineer (SCADA/Admin)
MSLDC, MSETCL, Airoli.**

ANNEXURE 'A'

Name of Work: - Contract for providing catering and caretaking services in Guest House at MSLDC, Airoli for the period of 2 Years i.e. from 01.01.2025 to 31.12.2026.

Sr. No.	Activity No.	SAC Code	Particulars of items	QTY	Unit	Rate in Rs.	Amount in Rs.
1			2	3	4	5	6
1	50014010	996311	Housekeeping and Catering services round the clock, attendant services for operation of Guest House including supply of labour, attendant, sweeper, caterer, meal server, cleaning the guest house regularly, washing and replacing the bed sheets, blankets, pillow covers, towels, napkins, curtains, carpet etc. overall watch and ward, opening and closing the main gate, operation of lighting, A.C., fan system, water supply to guest house, keeping proper record of visitors, collection of charges and deposit to the company's office as directed by Engineer-in-charge. Note: - 1) No Material will be supplied other than cooking utensils, dining set, Furniture, bed sheets, pillow, beds. 2) Meal and Breakfast is to provide at the rates shown in annexure 'B' 3) Materials is to be Provided/ Replaced Monthly by Agency as per Annexure 'C'	24	Month		
			Total:				

SD/-
(Milind Deole)
Superintending Engineer (SCADA/Admin)
MSLDC, MSETCL, Airoli

ANNEXURE 'B'

(Rate list for the items to be served in Guest House)

Sr. No.	Description of item	Rate	
1	Vegetarian Meal:	90.00	
	i		Rice
	ii		Chapattis/ Puris (3 Nos.)
	iii		Vegetables- 2 Kinds
	iv		Dal Curry
	v		Curd
	vi		Papad & Pickle
2	Special Meals: Vegetarian As above at Sr. No. 1 with one Sweet Dish	110.00	
3	Non-Vegetarian Meals: Egg	130.00	
	i		Rice
	ii		Chapattis/ Puris (3 Nos.)
	iii		Egg Curry
	iv		Papad & Pickle
4	Non-Vegetarian Meals: Chicken/Mutton	170.00	
	i		Rice
	ii		Chapattis/ Puris (3 Nos.)
	iii		Chicken/Mutton Curry
	iv		Papad & Pickle
	Non-Vegetarian Meals: Fish	170.00	
	i		Rice
	ii		Chapattis/ Puris (3 Nos.)
	iii		Fish Curry
	iv		Papad & Pickle
Break Fast			
i	Upama / Shira	25.00	
ii	Poha	25.00	
iii	Bread, Butter, Jam	40.00	
iv	Double Omelette with bread, Butter, Jam	50.00	
v	Sandwich with Bread, Butter	45.00	
5	Tea	10.00	
6	Coffee	15.00	
7	Soft drink	As per printed price	
8	Bisleri water bottle	As per printed price	

Note: - For any special items served other than above rate shall be charged on the basis of market rates.

Seal and Signature of Vendor

Place:

Date:

Annexure 'C'
List of Materials to be Provided/ Replaced Monthly by Agency

Sr. No.	Material	Qty.	Unit
1	Broom	1	No.
2	Kharata	1	No.
3	Phenyl 500ml	1	No.
4	Air Freshener	1	No.
5	Mopper	1	No.
6	Lux small	10	No.
7	Colin 500ml	1	No.
8	Naphthalene Balls	5	Pack
9	Pencil Cell	10	No.
10	Liquid Soap	1000	ml
11	Good-Knight Mosquito Repellent with Refill	3	No.
12	Rin Powder	1	Kg
13	Rin Soap	6	No.
14	Harpic Toilet	1	No.
15	Harpic Bathroom	1	No.

Seal and Signature of Vendor

Place:

Date: