

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
CIN No. U40109MH2005SGC153646  
EHV PROJECTS CIRCLE, KALWA

**Office of the Superintending Engineer**  
**EHV Projects Circle, Kalwa**  
Thane Belapur Road, MSETCL Complex, Airoli Naka, Navi Mumbai 400 708  
email: seehvcekalwa@gmail.com / se7600@mahatrasco.in

Ref. No. SE/EHV/PC/KLW/Tech/ Dt.

**00244**

Date: **10 FEB 2025**

**Enquiry**

To,

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**Sub.:-** Enquiry for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at EHV Project Circle Kalwa for FY 2025-26.

Ref:- 1) Purchase Order:- 3100054067 dt. 17.05.2024  
2) Office note on dt. 07.01.2025.

Dear Sir,

Sealed quotations are hereby invited by this office for the for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at EHV Project Circle Kalwa for FY 2025-26.

Please offer reasonable rates for the subject work as per the enclosed Scheduled -A. The quotation should reach this office on or before 18.02.2025 at 11.00 hrs.  
Please note the following.

Quotation Starts Date	From Dt: 11.02.2025, 11:00 Hrs
Quotation Submission Date	To Dt: 18.02.2025 up to 11:00 Hrs.
Quotation Opening of the Techno Commercial	Dt: 18.02.2025 at 11:00 Hrs.(if Possible)
Quotation opening of the price bid	Dt: 18.02.2025 at 12:00 Hrs.(if Possible)
Estimated Cost	Rs. 84,867.00/- (Including taxes)
SD amount to be paid	10% of order Value
Agreement amount	Rs.500/-

1. **SCOPE OF WORKS:** Details scope of work is enclosed as Schedule A & B and the rates should be filled up for the particulars of work in Scheduled – C.

2. **TERMS & CONDITIONS**

Documents required to be attached along with offer:-

- 1) Bidder should provide Valid Proof of registration of firm under Bombay Shop & Establishment Act, if applicable else the receipt of intimation letter as per act is required. Or MSME certificate/Udyog Aadhaar. (Please Attach)
- 2) Valid GST registration (Please Attach if applicable).

- 3) Copy of PAN Card (Please Attach).
- 4) Copy of Adhar Card (please Attach).
3. **PERIOD OF WORK:** -The work will be in force for a period of 12 Months only from the starting of work i.e., from handing over the site.
4. **QUOTED RATES:** -You are requested to quote your unit rates for the items mentioned in the schedule on firm basis & the rates will be compared on quoted on ex-works price.
5. **PAYMENT:** -100% payment will be made in every month against certified bills. Bills in duplicate should be submitted to the respective Circle only.
6. **SECURITY DEPOSIT:** -You should pay 10% of the total amount of the order value against S.D. within 7 days from the date of receipt of the order, in the office of S.E., Project Circle, Kalwa. The same will be refunded after satisfactory completion of order period of 12 months.
7. **TAX:** -Taxes as applicable will be deducted from the bills.
8. **MATERIAL REQUIRED FOR EXECUTION OF WORK:** -Material required for Execution of work should be borne by you. All cleaning material such as phenol, hand wash (Dettol), bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc., for work of cleaning & up keeping of offices. All tools required by the gardener for the work of removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape, planting of new plants & cleaning of outside premises (road) of EHV Project Circle Kalwa should also be borne by you.
9. **TERMINATION OF CONTRACT:**-The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the event of the breach of contract in any respect or undue delay in execution of work/starting of the work. If the contract is terminated because of the vendor, the security deposit will be forfeited. The contractors shall employ and provide on-site only such employees who are skilled and experienced for execution of works. The contractor shall provide housing accommodation to his employees. The contractor should ensure that his staff uses the requisite safety equipment. The employees should be duly insured against any such eventuality.
10. **CONTRACTOR'S EMPLOYEES:**-The contractors shall be responsible for any injury / accident to his employees, payment of compensations, insurance etc. as may require to be paid eventually, shall be borne by the contractor himself. The work should be carried out as per Board's work regulation.
11. **APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:**- Not with standing anything stated herein, the Board's General Terms and Conditions of Contract shall be applicable to the contract, as far as they are applicable to this contract.
12. **PENALTY:**-If the personal is found sleeping/ unsatisfactory work, mis-behaviour or any other objectionable activity, penalty decided by engineer in charge (HOD) as per the discussion with technical & finance person & proportionate of monthly rate will be deducted in case of absentee.



13. **CONTRACT AGREEMENT:** -The contract or have to submit contract agreement on Bond paper of Rs.500.00/-.

14. MSETCL will not be responsible for any accident (fatal or non-fatal) or injury to the personnel of the agency or any financial implication arising there from.

15. The undersigned reserves the right to accept and bifurcate the Schedule "C" or reject any or all tenders without assigning any reasons thereof.

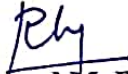
16. **JURISDICTION.**

All disputes, differences related to the tender/contract shall be subject to the exclusive jurisdiction of Thane District Court.

Thanking you,

**Encl:** Schedule A, B & C.

Yours faithfully,

  
(Pramod M. Bhosale)  
Superintending Engineer  
EHV Project Circle Kalwa.

**Copy to:-**

- 1.The Sr. Manager ( F & A) EHV Project. Circle, Kalwa.
- 2.The Manager HR, EHV Project. Circle, Kalwa.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
**EHV PROJECTS CIRCLE, KALWA**  
**Scheduled – A**

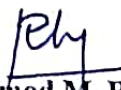
**Name of Work:** - Enquiry for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at EHV Project Circle Kalwa for FY 2025-26.

**Details of office premises Scope of works**

Area	Scope of work	Frequency
<b>I. EHV Projects Circle, Kalwa</b>		
EHV Projects Circle Kalwa Office	Up keeping of Offices & its premises daily by cleaning entire office flooring and wet moping by mixed phenol in water. Keeping naphthalene balls in urinals and wash basins, keeping Odonil air freshener & hand wash in toilets. Cleaning of chairs, tables, outside surrounding premises. Wweekly cleaning & moping of all windows. Disposing entire debris away from M.S.E.T.C.L.'s Premises etc. as per direction.	Once daily (before 10:00am, on all working day)
Toilet in SE cabin and Circle Office (Ladies and Gents)	Twice in a day cleaning of Toilets and W.C. flooring with soap water mixed with Odopic /acid and phenol,	Twice daily (before 10:00am & after 13:00pm)
Gardening work at Outside premises	Cleaning of outside surrounding premises. Maintenance of Tree plants & herbaceous borders by employing one labour for ½ day daily at EHV Projects Circle Kalwa and 1/2 day daily at EHV Projects Division Kalwa including the removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape or as directed etc. Also, the tools required etc should be provided by the Contractor.	Daily Half day
Cleaning of outside premises (Road) of EHV Project Circle Kalwa	Cleaning of outside surrounding premises (road) of EHV Project Circle Kalwa & S&I office kalwa.	Once daily (before 10:00am, on all working day)

**Note:**

- 1) All cleaning material such as phenol, Dettol, bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, soap naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc should be provided by the Contractor.
- 2) The tools required for Gardening, Plants etc should be provided by the Contractor.
- 3) The agency should maintain record of daily works in register and take signature (weekly) from concern office incharge of monthly bill claims.

  
**(Pramod M. Bhosale)**  
**Superintending Engineer**  
**EHV Project Circle Kalwa**



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EHV PROJECTS CIRCLE, KALWA

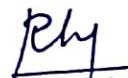
Scheduled – B

Name of Work: - Enquiry for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at MSETCL EHV Project Circle Kalwa for FY 2025-26.

Area	Scope of work	Rate/ month	Qty/ Period	Amount
For EHV Project Circle office, MSETCL Kalwa.	Cleaning & Up keeping of office (As prescribed in <u>Scheduled – A</u> )	4,493.43/-	12	53,921.16/-
	Garden maintenance & Sweeping of roads (As prescribed in <u>Scheduled – A</u> )	1,500.00/-	12	18,000.00/-
<b>Total</b>				<b>71921.16/-</b>
<b>18% GST</b>				<b>12945.81/-</b>
<b>Total amount ( Including GST)</b>				<b>84867/-</b>

**Note:**

1. All cleaning material such as phenol, Dettol, bathroom cleaner, air fresheners, liquid soap dispenser on all wash basins, soap naphthalene balls, brooms, mops, dusters, buckets, bru Floor mops and dusters etc should be provided by the Contractor.
2. The tools required for Gardening, Plants etc should be provided by the Contractor.
3. The agency should maintain record of daily works in register and take signature (weekly) concern office incharge of monthly bill claims.

  
(Pramod M. Bhosale)  
Superintending Engineer  
EHV Project Circle Kalwa





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EHV PROJECTS CIRCLE, KALWA


Scheduled – C

Name of Work: - Enquiry for annual maintenance contract for the work of sweeping, cleaning & up-keeping work as well as garden maintenance & cleaning of outside premises (Road) at MSETCL EHV Project Circle Kalwa for FY 2023-24.

Area	Scope of work	Rate/ month	QTY/Period	Amount
For EHV Project Circle office, MSETCL Kalwa.	Cleaning & Up keeping of office (As prescribed in <u>Scheduled – A</u> )			
	Garden maintenance & Sweeping of roads (As prescribed in <u>Scheduled – A</u> )			
Total amount ( Including GST)				

**Note:**

- 1.All cleaning material such as phenol, Dettol, bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, soap naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc should be provided by the Contractor.
- 2.The tools required for Gardening, Plants etc should be provided by the Contractor.
- 3.The agency should maintain record of daily works in register and take signature (weekly) from concern office incharge of monthly bill claims.

  
(Pramod M. Bhosale)  
Superintending Engineer  
EHV Project Circle Kalwa