

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

OFFICE OF THE CHIEF ENGINEER, AC&I
MSLDC OLD BUILDING, THANE-BELAPUR ROAD, MSETCL,
AIROLI, NAVI MUMBAI – 400708
TEL.: 022 – 27604405 (O), EMAIL: ceaci@mahatransco.in,
WEBSITE: www.mahatransco.in
CIN NO. U40109MH2005SGC153646

MSETCL/CE (ACI&P)/Housekeeping & Cleaning /

E-Enquiry

No 0122

Date: 20 FEB 2025

To,

As on overleaf

Sub.: Invitation of quotation for Annual Maintenance Contract for Work of general housekeeping & cleaning of ACI&P office premises in Old SLDC building, MSETCL, Airoli for the year 2025-2026.

Dear Sir,

Scaled & super scribed quotation are invited from registered establishment for annual contract for work of general housekeeping & cleaning of ACI&P office premises in Old SLDC building, MSETCL, Airoli for the year 2025-2026 so as to reach this office on or before **Dt. 5/03/2025 at 11:00 Hrs.** in case of hand delivery quotation should be handed over to receipt clerk of this office. Quotation will be opened **on the next day** if possible.


TERMS AND CONDITIONS:

- Scope of work:** - The scope of work contained general housekeeping & cleaning of ACI&P office building premises in Old SLDC building i.e. Ground Floor and 1st Floor area as per *Annexure A. The detail scope of work against this contract is as mentioned in Annexure A.*
Estd. Amount: Rs. 3,86,490/- (Three lakhs Eighty six thousand four hundred ninty only).
- Rates:** Quote your rate per month as per SCHEDULE -A duly mention on contractor letter head. The offer rate stand firm for 12 months.
- Taxes & duties:** GST tax will be applicable as per prevailing rule. TDS will be deducted applicable as per prevailing rule. Please quote your GST registration number if any. Income tax & other applicable taxes, cess, surcharge etc. and other applicable taxes as per prevailing rules will be deducted from your bills. Please quote your PAN registration number.
- Sub-letting of contract:** The contract or any part there of shall not be assigned, transferred, or sub-let.
- Period of work order:** This contract will be in force for a period up to 31.03.2026 from date of issue of order or exhausted of contract value whichever is earlier only from the date of handing over of site.
- Payment:** 100% payment against monthly invoice in triplicate after satisfactory completion of work subject to availability of fund & completion of all formalities in SAP/ERP system. All the payments will be made by Account Payee Cheques/NEFT/RTGS only.
Paying Office: The payment against this contract will be effected by the ACI&P office, MSETCL, CO. Payment shall be done by CO, MSETCL, Mumbai.

7. **Leave quota:-** Four National Holiday i.e. 26th Jan, 1st May, 15th August & 2nd October & weekly off i.e. 4 Sundays will be applicable to this contract.
8. **Insurance:** - The Contractor will have to arrange group insurance policy of their labour deployed for the work under the workmen's compensation scheme.
9. **Location of work:** Office of the Chief Engineer, ACI&P, Old SLDC building, MSETCL, Airoli.
10. **Engineer incharge:** - Executive Engineer, ACI&P, MSETCL, Airoli or his representative is Engineer in charge for carrying out the work. However you will have to prepare daily work done book and submit during bill submission.
11. **Liquidated damages for delay in execution:** In case of contractor fail to complete the works in the stipulated time period or unsatisfactory performance, the payment for that day deducted as per prorata basis. Further, penalty of Rs. 500/- for such instance will be applicable every time.
Further, if the contractor, after having accepted the contract, is unable to execute the same in full, the Company reserves the right to get it executed either departmentally or by any other agency, in that case the SD amount submitted by contractor will not be refunded/ will be fortified.
12. **Security deposit:** - The successful bidder/contractor will have to deposit 5% amount of the order value towards security deposit within 7 days or shall be deducted from the first bill. The same will be refunded only after satisfactory completion of work order/contract.
13. **Agreement:** As per rule of MSETCL, successful bidder/contractor will have to execute an agreement on stamp paper of Rs. 500/- for the order value up to Rs 10 Lakhs at their own cost for above work within 10 days from date of receipt of order.
14. **Consumable material:** Consumable Material required during contract to be provide by agency itself. Material should be of good quality and of ISI mark.
15. **Termination of order:-** The undersigned reserves the right to terminate this order at any stage without assigning any reason.
16. **Laws & regulations:** - This contract shall be governed by applicable terms & conditions of MSETCL for Work Contract.
17. **Compensation:-** If any accident occurs to the contractor's labour, while on duty, MSETCL will not be responsible in any way either legal or financial for the accident to the contractor's labour's and the same shall be at the risk and cost of the contractor. The contractor will have to pay the compensation as per Workmen's Compensation Act to the Labour.
18. **Contractor's responsibilities:-**
 - a) It is the responsibility of contractor to maintain the discipline of his workers and himself and any hindrance, misbehavior towards MSETCL staff will be viewed very seriously and the contract will be terminated without entertaining any financial claim from the contractor in this regard.
 - b) In case there is any damage to MSETCL's property or to the MSETCL employee due to Careless working of the contractor's labour, the same will be recovered from the Contractor.
19. **Jurisdiction:** All disputes or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of the Mumbai courts.
20. **General:**
 - a) The undersigned reserves the right to accept or reject any or all offer without assigning any reasons thereof.
 - b) No extra charges will be paid for transportation of labour.
 - c) No any extra charges other than above mentioned rates will be entertained.
 - d) All the other general rules of Company for supply / works are applicable.

- e) Work should not be carried out in Electrically Live AREAS before carrying out work it should be ensured that live lines/equipment are completely isolated from mains as per I.E. rules.
- f) Any accident compensation, damages, losses to the MSETCL property and person will have to be fully indemnified. In that case the decision of the undersigned will be final and binding on you.
- g) All statutory rules and regulations of MSETCL work contract are also applicable for this contract.
- h) You will be responsible for safety of your employees and also safety of the, MSETCL's property. Company will not be responsible for any accidents that may occur during execution of work. It will be responsibility of contractor to pay compensation as per W.C. Act and rules made there under.
21. **Document submission:** The bidder not submitting following documents along with Quotation will stand disqualified, however their offer is to be consider or not, will be decided by the competent authority. The competent authority can exercise discretionary powers on arriving at the lowest bidder in the interest of MSETCL while finalizing the order. **The bidders should be registered vendor of MSETCL & should mention vendor no. & work details on sealed Envelope.**
Bidder should have to be submit photo copies of following documents and should be produced original if demanded:
- a) Copy of PAN card of the agency.
- b) Experience Certificate or Work Order copy of similar type of work done in last 5 year from offices such as banks/ government/semi government/Private offices certified by officers not below the rank of Executive Engineer or equivalent with clear mention of work order, work order amount & minimum experience period of 1 year.
- c) Copy of the EPF registration, if applicable.
- d) Copy of GST Registration Certificate, if applicable.
- e) Labor contract registration/License for providing labor, if applicable.
- f) Group Insurance policy of their labour deployed for the work.
22. The undersigned reserves right to terminate the contract by giving 08 days' notice without assigning any reason thereof. Further during the execution of work, if it is found that the quality of material and workmanship is not as per our satisfaction the undersigned reserves the right to terminate this contract immediately and recover penalty as would be deemed fit.
23. You are also deemed to be fully aware of the Companies general condition of contact for work, supply of equipment/material and any ignorance of any of the conditions will not exempt you from your liability to abide by the same.

Encl.: 1. Schedule-A
2. Annexure -A


I/C (Sudhir Dhawale)
Chief Engineer (ACI&P), MSETCL

Copy to: 1. AGM (F&A), CO, MSETCL
2. Notice Board
3. Web Master- For publishing of E-enquiry on website

“Rate quoted should be on contractor letter head for per month including cleaning and consumable materials.”

SCHEDULE ‘A’

Subject: Submission of quotation for Annual Maintenance Contract for Work of general housekeeping & cleaning of ACI&P office premises in Old SLDC building, MSETCL, Airoli for the year 2025-2026.

Estimated Cost: Total approved estimated cost is Rs. 27,294/- per month (Rs. Twenty seven thousand two hundred ninety four only) is excluding GST.

Sr No	Particulars	Unit	Estimated rate Per Month (Excluding GST)	Rate Per month Offered (Excluding GST)	18 %GST applicable per month	Per month Total Amount with GST
1	2	3	4	5	6	7
1	Rate of providing service of general housekeeping & cleaning of 1 st floor and ground floor (as per Annexure A) of ACI&P office, Old SLDC building under jurisdiction of CE AC&I for year 2025-26.	Month	Rs. 27,294/-			

Note:- The rates quoted above are including labour & material charges and all. Nothing will be payable/claimed over and above quoted rates.

Sign

Agency stamp, Address, Contact No.

Documents Attached:

- Copy of PAN card of the agency.
- Experience Certificate or Work Order copy of similar type of work done in last 5 year from offices such as banks/ government/semi government/Private offices certified by officers not below the rank of Executive Engineer or equivalent with clear mention of work order, work order amount & minimum experience period of 1 year.
- Copy of the EPF registration, if applicable.
- Copy of GST Registration Certificate.
- Labor contract registration/License for providing labor, if applicable.
- Group Insurance policy of their labour deployed for the work.

If the above documents are not attached, the quotation is liable for rejection / disqualification.

Annexure 'A'

Annual contract work of General Housekeeping & Cleaning for the year 2025-26

Details of scope of work at ACI&P office (Ground + 1st Floor) area

Sr. No.	Area	Scope of work	Frequency
A 1st Floor			
1	1st floor of ACI&P: CE cabin, SE cabin, AEE, AE cabins, Automation lab room, Conference room, common lobby.	1) Sweeping and wet mopping of office floors with suitable liquid solution/scented phenyl.	Once daily (before 10:00am, on all working day)
		2) Cleaning of table glass, area below almirahs, racks, tables & chairs etc.	Once daily (before 10:00am, on all working day)
		3) Dusting & Cleaning of office, Conference hall, furnitures, PCs etc.	Once daily (before 10:00am, on all working day)
		4) Cleaning of all windows.	Weekly
		5) Removing spider webs from ceiling & wall of office.	Weekly
		6) Cleaning of exhaust fan, tube light, etc.	once in a fifteen days
2	MTAMC control center, server room, BMS room, Asset management room .	1) Dusting, mopping & cleaning MTAMC Control room, furnitures, PCs etc.	Once daily (before 10:00am, on all working day)
		2) Removing spider webs from ceiling & wall	Weekly
		3) Cleaning of fan, light, etc.	once in a fifteen days
3	All Toilets of 1st floor (1 no.of CE cabin toilet, 1 no. of common Gents toilet & 1 no.of common ladies toilet)	1) Complete cleaning of the toilet floors, urinals, urinal platforms, glazed tiles, mirror & wash basins by water with suitable liquid solution, scented Phenyl and acid daily	Daily Twice in a day between 09:00am to 18:00pm
		2) Refilling liquid toilet soap in soap dispenser	Daily
		3) Removing spider webs from ceiling & wall of all toilets	Weekly
4	Staire case/passage	Sweeping and mopping by water with suitable liquid solution/scented phenyl.	Daily once or as per instructions if required.
B Ground Floor			
1	Front porch of office, Common lobby 1 store room, SE cabin, EE cabin 4 nos., AEE & DyEE cabin 7 nos. (Cubical) , AE work Place and IT staff work place (3 nos. of cabin) and common passage)	1) Sweeping and wet mopping of all office floors with suitable liquid solution/scented Phenyl.	Once daily (before 10:00am, on all working day)
		2) Cleaning of table glass, area below almirahs, racks, tables & chairs etc.	Once daily (before 10:00am, on all working day)
		3) Dusting & Cleaning of office, all cabins, Furnitures, PC's etc.	Once daily (before 10:00am, on all working day)
		4) Cleaning of all window	Weekly
		5) Removing spider webs from ceiling & wall of office.	Weekly
		6) Cleaning of exhaust fan, lights, etc.	once in a fifteen days
2	Battery room, UPS room	1) Dusting, mopping & cleaning & removing of spider webs from ceiling & wall	As per instruction from concerned authority
3	All Toilets of ground floor (1 no. of common Gents toilet & 1 no. of common Ladies toilet) and changing room.	1) complete cleaning of the toilet floors, urinals, urinal platforms, glazed tiles, mirror & wash basins by water with suitable liquid solution, scented Phenyl and acid daily	Daily Twice in a day between 09:00am to 18:00pm
		2) Refilling liquid toilet soap in soap dispenser	Daily
		3) Removing spider webs from ceiling & wall of All toilets	Weekly

Note:

- i) All cleaning material such as phenyl, 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.
- ii) Adequate nos. of labour should be provided so that work should be carried out smoothly and completed on the time