



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.  
CIN No.U40109MH2005SGC153646

Office of the Executive Engineer,  
MSETCL, Major Stores Panvel ,  
Old Mumbai-Pune Road, Bhingari, Panvel, Raigad – 410206  
Mob.No.9930057633  
Email ID. ee7010@mahatransco.in

Ref No. EE (St)/ MS/ PNL/

U 1 0 4

Date :- 06 MAR 2025

To,  
WHOME SO EVER IT MAY CONCERN

**Sub.:-** Calling a budgetary offers in r/o work of providing daily sweeping/cleaning services alongwith cleaning materials at office, godown & yard area of Major Stores, Panvel for the period 01.04.2025 to 31.03.2026.

Dear Sir,

The budgetary offers (duly sealed & super scribed) are hereby invited for the work as per Shedule A mentioned below:-

Sr. No.	Description of Work	Unit	Ex-work Rate	GST	Unit Rate
1	Cleaning & Sweeping Work (Two fulltime labours for cleaning work)	Month			
2	Providing Cleaning Materials (Handwash, Duster, Phenyl, No dust Brooms, Coconut Brooms, Napthalene Balls, Floor Mop, Other material like Air Freshner, Buckets, burshes as per requirement.	Month			

**Note:-** Rate shall be valid for 60 days from the date from submission of offer.

You are requested to quote your best reasonable rate for the above work. The Scope of work and Terms & conditions are as follows:-

**A) Scope of work:-**

- **Supply :** All necessary cleaning material such as handwash , Duster, phenyl, No dust Brooms, Coconut Brroms 02 Nos., Napthalene Balls (200 gm) , floor Mop , Other material like Air Freshner, Buckets, burshes as per requirement shall be provided monthly basis.
- **Services :** **Two fulltime labours** are required for housekeeping, cleaning/sweeping of toilet/bathroom, road cleaning, godown/shed cleaning, water cooler cleaning, unwanted grass/bush removal and Garden maintenance work at store yard area, godown and office under Major Stores, Panvel. The cleaning areas of Major Stores, Panvel includes:
  - a) Administrative office cabin ( Executive Cabin, Staff Cabin, Security Guard Front & Backside Cabin & its Premises) - **Daily.**
  - b) Toilet & Bhathroom - **Two to three times daily.**

The office is crowded with daily visitors like truck drivers, crane drivers, mathadi /labours, scrap buyers, other office staffs for goods receipt & issue, so two to three times cleaning of toilet & bathroom are required. There is also a common toilet and bathroom for office staff and visitors so it is important to maintain a healthy and safe office environment throughout the day.

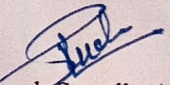
- c) Main road & office front area = Approx. 1 km - **Daily**
- d) Large trees are planted along the road and their leaves and branches fall off a lot. also no dumping in outside is feasible. So its disposal is carry out by them. - **Daily**.
- e) Oil shed & CT & PT Shed - **One time in week.**
- f) Cleaning of store yard road approx. 3 km - **Two times in week.**
- g) Security Guard Patrolling Road = 1.5 KM ( includes removing grass in patrolling roads) - **Two times in week.**
- h) Two indoor & three outdoor godowns - **Two times in week.**
- i) Cleaning of water cooler - **Two times in week.**
- j) Removing grass, climber from compound wall - **One time in month.**

**B) Terms & Conditions:-**

- 1) The rate should be quoted on firm quotation basis.
- 2) The rates should be exclusive of all taxes. Taxes should be quoted extra.
- 3) You are requested to submit your best reasonable budgetary offer as per Schedule A, for above works duly sealed & super scribed envelop to this office on or before Dt. 13.03.2025.
- 4) Following documents should be submitted along with your offer:-
  - a) Copy of registration certificate of firm under shop & establishment act.
  - b) Copy of GST registration.
  - c) Copy of Pan Card.
- 5) **Please note that, the said budgetary offer is only for estimate purpose & will not be considered for any bidding & no work order will be issued based on this offer.**

Thanking you,

Yours faithfully,

  
(Suresh Suradkar)  
**Executive Engineer**  
**Major Stores, Panvel**