



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

Name of Office :- EHV (O&M) DIVISION, NANDED.
**Office Address :- 132 KV S/S JANGAMWADI, CAMPUS, MSETCL
NANDED- 431605**
**Contact No. :- 02462 – 261817 (O), 02462 – 261817 (Fax)
02462 – 261816 (P)**
Email :- ee2240@mahatransco.in ; eenanded@gmail.com

Ref. No. EE/EHV(O&M)/NND/TS/ File No.73/ - 6 2 4 Date :- 5 MAY 2017

E-Enquiry

To,

Subject:- E-Enquiry for Providing services of outsource unskilled housekeeper for sweeping and gardening works at various S/Stn, S/Dn & administrative offices under EHV O&M Division, Nanded.

Dear Sir,

Sealed & super scribed quotation are invited from date **06.05.2017 at 12:00 hrs**, so as to reach this office up to date **15.05.2017 up to 12:00 hrs** for Providing services of outsource unskilled housekeeper for sweeping and gardening works at various S/Stn, S/Dn & administrative offices under EHV O&M Division, Nanded as per schedule 'A' on following terms & conditions:-

TERMS AND CONDITIONS:-

1. SCOPE OF WORK:

| A. | Substation / Administrative Office Rooms |
|-----------|---|
| i. | Daily sweeping/Cleaning of Substation/Office rooms including removing all the spider webs. Putting all wastes in dustbin and cleaning the dustbin before keeping inside the room. |
| ii | Wet mopping with phenol material and removing all the dust materials from rooms, corridors and cleaning. |
| iii | Cleaning of all windows, doors, ventilators, wash basins, room ceiling fans/tubelight fittings, glass doors/partitions walls and glass windows. |
| iv | Removing of the dead material i.e. rats, lizards, etc. and clean that particular area to avoid foul smell. |
| v | Any other cleaning work as desired by officer-in-charge from time to time. |
| B. | Toilets / Bathrooms |
| i | Removing all the spider webs inside all the toilets / bathrooms. |
| ii | Cleaning of the toilets including WC, wash basins, urinals, sidewalls of the toilets, wet mopping with scented phenol, if needs to be cleaned with acid for removing the hard scale, laying the naphthalene balls, keeping the odonils, spraying the fresheners inside the toilets. |
| iii | Keeping buckets in all the toilets with a mug. |
| iv | Any other cleaning work as desired by officer-in-charge from time to time. |

| | |
|-----------|---|
| C. | Gardening works |
| i | Spreading of Red Soil, Manure (FYM) etc |
| ii | Watering the lawns, trees, plants, gardens etc., |
| iii | Trimming operations of the plants. |
| iv | Mowing of Lawns and Keeping them very clean without leaves, weeds, stones and other wastes. |
| v | Any other gardening assignment as entrusted by Officer-in-Charge. |

In short cleanliness is to be maintained at workplace at all times.

2. RATES : - Agency have to submit rates for the above work with ESIC but without Workman's compensation policy. Also rates to be quoted for providing of services outsource housekeeping person only. All the materials i.e. cleansing agents like phenyl, detergent, latrine acid, naphthalene balls, broom etc. will be provided by MSETCL.

3. TAXES : - Any taxes and / or duties, shall be indicated in the offer separately, otherwise rates will be considered as inclusive of all and duties. Also, the contractor shall be entirely responsible for all taxes, stamp duties, license fee and other such levies..

4. DISQUALIFICATION :-

- Disclosing untrue and /or false information, or withholding information or part of information.
- Record of poor performance such as unsatisfactory work or abandoning the work etc.
- Financial shortcomings or failures in past contracts.
- Insufficient experience, or employing insufficient number of employees, or not employing qualified employees.

5. PENALTY :- If a outsourced housekeeping person remain absent for his duty, the payment for said duty should be deducted also a penalty of Rs.100/- per day will be levied.

6. TAX DEDUCTION AT SOURCE:- In accordance with IT Act 1961, Income Tax will be deducted at source at the prevailing rates from the bills. Similarly any other tax deductible at source if applicable to this particular contract as per statutory provisions (laid down by Central or State Government.) will also be deducted from the bills at the prevailing rate.

7. DAMAGE TO PERSONS AND PROPERTY:- The contractor shall indemnify the MSETCL against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property whatsoever, which may arise out of or in consequence of the execution of the work.

8. VALIDITY OF ORDER:- The order will be valid up 3 months from date of issue of work order or until exhausting of the order amount whichever is the earlier.

9. CONDITIONS OF ENQUIRY AND CONTRACT:- The enquiry and order/contract placed against this specification shall be governed by the company's General condition of contract and the agency's is deemed to be fully aware of these conditions and ignorance thereof shall not exempt him from his liability to abide by these conditions. The enclosed schedules, enquiry notice, instructions to the bidders also form a part of these specifications.

10. 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 and unsatisfactory services in any respect.

11. SIGNING OF CONTRACT:- Within 7 days from the date of receipt of the work order, the contractor shall enter into an agreement with the M.S.E.T.Co. Ltd. in the prescribed format on Rs.100/- stamp paper. Further until the agreement is executed, the M.S.E.T.Co. Ltd. will not be liable to pay, nor the contractor shall be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor. The work should not be started until the agreement is executed. The cost of stamp paper is to be borne by you.

12. Service Tax Registration No. shall be mentioned on the bill. Service Tax payment as per recent notification is applicable to you.

13. All statutory requirements and provisions in regard with Factory act, ESIC act, Shop and Estt. act are binding on you e.g. CPF, insurance & others. For the Deviation of any of the provision you are responsible & you have to deal it with your own cost.

14. It is the duty of the agency to insure contractor's labours / workers under ESIC act. In case of any accident / injury to contractor worker while carrying out the work at work site the entire responsibility will be of contractor and he will have to pay compensation as per ESIC act as amended up to date.

15. SECURITY DEPOSIT :- Within 7 days from the receipt of the letter of intent or work order, the contractor shall pay a security deposit amounting to Rs 5% of the contract value by cash or bank guarantee of a nationalized / scheduled bank. The security deposit will be refunded after satisfactory completion of work.

16. EXCEEDING THE CONTRACT VALUE:- The contractor will have to watch and ensure that the total value of work carried out by him does not exceed the contract value. If the work / value of contract is likely to be exceeded the same should be brought to the notice of the undersigned in writing.

17. The bidder should not quote conditional rates related to quantity of work, payment terms etc. Such quotations if received will be liable for rejection.

18. CONTRACTOR'S DEFAULT: - In the case you fail to complete work fully OR partially, the security deposit will be revoked by MSETCL. In this case the balance work will be got done from other agency may be at higher rates and the difference in cost will be recovered from the contractor's bills.

19. CONTRACTOR'S EMPLOYEES:-

- a) The contractor will have to employ and provide only such employees on the site who are well experienced in housekeeping services.
- b) The contractor will have to arrange for their accommodations and transportation to his employees while on work.
- c) The contractor shall ensure that his staff uses the requisite safety equipment.
- d) The employees should be duly insured against any such eventuality.
- e) No child labour shall be employed.
- f) Contractor should maintain record of labours and their wages working under you for the work and P.F. as applicable may be deducted from their wages.
- g) The contractor shall be responsible for the proper behaviour of all the staff and others working under him and should exercise proper control over them.

20. Each employee of contractor's must be (a) Physically fit to carry out works as per Sr.No.1 .
(b) While on duty, the employee's should not be intoxication of liquor, or similar material.

21. JURISDICTION:- All disputes or difference arising out of and in connection with the contract shall be subject to the exclusive jurisdiction of Nanded Court.

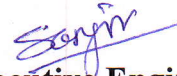
22. In case of failure of contractor to carry out the work during the contractual period, MSETCL, will have liberty to get the work done departmentally or from any other agency at the risk and cost of the agency. Difference in price will be recovered from the contractor.

23. The agency will be responsible for compliance of all statutory obligations under the factory act, minimum wages act, contribution under E.P.F., professional tax, C.P.F., ESIC act etc., in respect of his employees. The payment daily /monthly/weekly shall be made as per minimum wages act, Provident Fund.

24. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Thanking you.

Yours faithfully,



**Executive Engineer
EHV(O&M) Division Nanded.**

Copy SWRT:-

The Superintending Engineer, EHV O&M Circle Parli V

Copy to:-

1. The Mgr (F&A), EHV O&M Division Nanded.
2. Website:- www.mahatransco.co.in

::Schedule 'A'::


Name of Work :- Providing services of outsource unskilled housekeeper for sweeping and gardening works at various S/Stn, S/Dn & administrative offices under EHV O&M Division, Nanded.

| Sr. No. | Particulars of Works | Unit | Quote rate in Rs. Per day / per person |
|---------|--|------|--|
| 1 | Providing services of outsource unskilled housekeeper for sweeping and gardening works at various S/Stn, S/Dn & administrative offices under EHV O&M Division, Nanded. (work per day will be for 3 Hrs .i.e. from 7:00A.M to 10:00A.M) | Nos | |
| A. | Zone-II (With ESIC) | | |
| B. | Zone-III (With ESIC) | | |

Taxes (if any) 1. _____
2. _____

NOTE:-

1. The bidders are requested to get the information regarding the minimum wages applicable at present and also MSETCL Circular No. MSETCL/CO/HR/142 Dtd 03.01.2014.
2. The rates below minimum wages and provisions of Circular No. MSETCL/CO/HR/142, Dtd 03.01.2014 for hourly payment will not be considered for comparison and placing order.
3. Rates should be quoted with ESIC but without Workman's compensation policy.
4. Rates to be quoted for providing of services only. All the materials i.e. cleansing agents like Phenyl, Detergent, Latrine Acid, Naphthalene Ball, broom etc. will be provided by MSETCL.


Executive Engineer
EHV(O&M) Division Nanded.



MAHA TRANSCO
MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

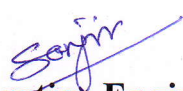
EHV (O&M) DIVISION, NANDED

List of Documents to be submitted along with Rate Schedule "A"

| Sr. No. | Name of Document |
|---------|---|
| 1 | Valid PF registration certificate |
| 2 | Valid labour license |
| 3 | Valid Shop and Establishments Registrations |
| 4 | PAN Card Registration |
| 5 | Service Tax Registration |
| 7 | ESI document |
| 8 | P.T. document if applicable |

List of Substation / S/Dn./Office under EHV(O&M) Division, Nanded .

| Sr. No. | Name of Office | Quantity | Remark |
|---------|--------------------------------|----------|---------------|
| 1 | EHV (O&M) Division, Nanded | 2 | Z-2 with ESIC |
| 2 | EHV Line Maint. S/Dn, Waghala | 1 | Z-2 with ESIC |
| 3 | 220 kV Substation, Waghala | 2 | Z-2 with ESIC |
| 4 | 220 kV Substation, Bhokar | 2 | Z-3 with ESIC |
| 5 | 132K V Substation, Jangamawadi | 1 | Z-2 with ESIC |
| 6 | 132 KV Tamsa | 1 | Z-3 with ESIC |
| 7 | 132 KV Kinwat | 1 | Z-3 with ESIC |
| 8 | 132 KV Kandhar | 1 | Z-3 with ESIC |
| 9 | 132 KV Narsi | 1 | Z-3 with ESIC |
| 10 | 132 KV Umri | 1 | Z-3 with ESIC |
| 11 | 132 KV Mukhed | 1 | Z-3 with ESIC |
| 12 | 132 KV Degloor | 1 | Z-3 with ESIC |
| 13 | 132 KV Kundalwadi | 1 | Z-3 with ESIC |
| 14 | 132 KV Elichpur | 1 | Z-3 with ESIC |
| 15 | 132 KV Himayatnagar | 1 | Z-3 with ESIC |
| 16 | 132 KV Ardhapur | 1 | Z-3 with ESIC |


Executive Engineer
EHV(O&M) Division Nanded.