

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

Office of The Executive Engineer EHV (O&M) Division Nashik  
1<sup>st</sup> Floor, New Administrative Building, Old Saikheda Road, Near Durga Mata Mandir,  
Saillanibaba Stop, Jail Road, Nashik Road - 422 101.  
E-mail ID:-ee5110@mahatransco.in

Ref No.:- EE / EHV (O&M) / Dn./ NSK / Tech / **No - 1052** Dt. **8 MAY 2018**

To,

**Sub: - E-Enquiry for providing cleaner/sweeper by outsourcing for maintenance of garden & Rest House at 132KV Ambad S/S under EHV O&M Division Nashik.**

Dear Sir,

With reference to the above, you are requested to please quote your lowest rate on or before **08.06.2018** up to 18:00 Hrs. stipulated in Schedule "A" (Enclosed herewith) under the terms & conditions laid down hereunder.

**Terms & conditions:**

- 1) The quotation must be forwarded in sealed envelope duly super scribed with all details i.e.
  - (i) E-Enquiry No & Date: -
  - (ii) Due date :-
  - (iii) Quotation for
- 2) The rates should be quoted exclusive of all taxes.
- 3) Income tax as per rules will be deducted from bill as per the prevailing rates.
- 4) The Quotation must be written with ink or typewritten, any scratching or over writing must be avoided /initialed.
- 5) Payment will be effected after successful completion of work within reasonable period as per availability of Funds.
- 6) At any stage while carrying out the work, if it is found that work is not satisfactory, the contract will be liable for cancellation.
- 7) The Company's general condition and contract are also applicable and will be binding on you.
- 8) The contractor should submit the following documents along with their quotation, without which the quotation of concern party will not be accepted in any case.  
Valid GST registration certificate.
  1. Last 3 year Income Tax Returns & PAN card
  2. Registration under PF act.
  3. ESIC Registration certificate.
  4. Certificate of Registration
- 9) The Bidder should have executed work order for the work of providing outsource person, The bidder should submit the end **user's Certificate for successfully / satisfactory completion of aforesaid work** issued by the authority not below the rank of Executive Engineer with detail work order copy.
- 10) **E-enquiry limit:** The value Limited to Rs.3Lakh (Including GST) & till the exhaust of order amount.
- 11) Out-Sourcing Staff cannot claim in future for job in MSETCL. Undersigned reserves the right to disqualify outsource staff.
- 12) **Agreement Bond:** The contractor will have to execute an Indemnity Bond on stamp paper of Rs.100/- at his own cost if order is placed.



- 13) **Security Deposit:** The Agency should pay the security deposit within 7 days from the date of receipt of the order of amounting to 5% of order value in form of cash/ DD/Cheque/ FDR/ Bank Guarantee of any Nationalized/ scheduled Bank in the name of the Executive Engineer EHV O&M Division Nasik. The security deposit will be refunded after satisfactory completion of the work.
- 14) **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.
- 15) **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.
- 16) **JURISDICTION:** All disputes, differences related to the contract shall be subject to the including jurisdiction of Nashik Court.
- 17) Bidder will have to maintain all records as required under labour laws labour licenses, P.F. Registration, ESIC regulations, Minimum Wage Act etc.
- 18) You will have to observe the payments strictly in time, regularly of Professional Tax payment, ESIC, P.F., GST payable against the contract orders and submit the Xerox of amount paid.
- 19) **SIGNING OF CONTRACT:** Within 7 days from the date of the receipt of this work order, the contractor shall enter into an agreement with the Company, in the prescribed format. Unit the agreement is executed, the company will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor.
- 20) **Accident:** The contractor shall be solely responsible for the safety of their persons and Company's employee and general public including payment of compensation to be paid in case of any accident of any nature e.g. fatal/ non fatal, etc occurred due to rough driving or not following traffic rules. The contractor will also be solely responsible for the safety of Company's vehicle.
- 21) **Joining of employee:** The contractor will have to provide the outsource person after receipt of work order or prior intimation from this office. If the contractor failed to do so, then the penalty at the rate 50% per day will be levied for total delayed days. The contractor will have to produce valid documents of outsource person to this office before joining.
- 22) The undersigned reserves the right to accept or reject quotation in part or full without assigning any reasons thereof.

Thanking You,

Yours faithfully

  
**Executive Engineer**  
**EHV (O&M) Division Nasik**

**Encl:-** Schedule "A"

**Copy s.w.r.s. to:-**

1. The Chief Engineer, EHV PC (O&M) Zone Nasik
2. The Superintending Engineer, EHV (O&M) Circle Nasik

**Copy to:-**

- 1) The Dy. Manager (F & A) EHV (O&M) Division Nashik.
- 2) Notice Board.

Contractor 's Letterhead

Ref.No.

Date

To,  
The Executive Engineer,  
MSETCL, EHV O&M Division,  
Nasik

**Sub: - E-Enquiry for providing cleaner/sweeper by outsourcing for maintenance of garden & Rest House at 132KV Ambad S/S under EHV O&M Division Nashik.**

Ref:- Your office e-enquiry No:-      Date:-

Respected Sir,

I am ready to do E-Enquiry for providing cleaner/sweeper by outsourcing for maintenance of garden & Rest House at 132KV Ambad S/S under EHV O&M Division Nashik as per your companies terms and conditions and same shall be binding on me. I am offering following rates for the above said work.

**Schedule "A"**

| Sr. No | Description/Specification of work | Unit | Quoted rates excluding taxes. | GST in % |
|--------|-----------------------------------|------|-------------------------------|----------|
| 01     | <b>Rest House Maintenance</b>     |      |                               |          |
| a      | Cleaner/Sweeper Zone I with ESIC  | EA   |                               |          |
| 02     | <b>Garden maintenance</b>         |      |                               |          |
| a      | Cleaner/Sweeper Zone I with ESIC  | EA   |                               |          |

Thanking You,

Yours faithfully

Contractor's Seal & Signature

**Encl:-**

1. Valid GST registration certificate.
2. Last 3 year Income Tax Returns & PAN card
3. Registration under PF act.
4. ESIC Registration certificate.
5. Certificate of Registration