



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
AREA LOAD DESPATCH CENTRE, AMBAZARI NAGPUR**

SRM E-TENDER NOTICE

MSETCL invites digitally signed online bids for following tender through SRM E-tender process in two bid system from registered contractor on website <http://srmetender.mahatransco.in> for following work

S. N.	Tender No. & Description
1	Annual Garden maintenance contract at ALDC, Ambazari, Nagpur. Tender Spec. No. SE/ALDC/NGP/Tech/Maint-03/2017-18 Estimated Cost : Rs. 7,10,568.00 EMD : Rs. 7106.00 Tender Fees: ` 500.00 (GST EXTRA)
Download of Tender documents.	18/11/2018 to 17/12/2018
Due date for online submission of tenders	17/12/2018, 23:59 Hrs
Tender Opening (Technical)	18/12/2018, 11:00 Hrs if possible.
Tender Opening (Commercial)	18/12/2018, 14:00 Hrs if possible.

(Rfx No. 7000010774 , Rfx Name: T-03 Maint of Garden at ALDC Ambz)

Contact person: Superintending Engineer, Load Despatch Centre, Ambazari, MSETCL, 8th mile, Amravati road, Wadi, Nagpur – 440023 Tel No. 07104-220611
Email: sealdc8100@mahatransco.in

**Superintending Engineer
Area Load Despatch Centre, MSETCL,
Ambazari, Nagpur**



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
AREA LOAD DESPATCH CENTRE, AMBAZARI NAGPUR**

Tender Specification No: SE/ALDC/NGP/ Tech/Maint-03/18-19

Subject: - Annual Garden maintenance contract at ALDC, Ambazari, Nagpur.

Most important instructions for Tenderer

1. Tenderer must be registered under MSETCL SRM e- tendering process.
2. The e-tender is to be submitted online on website <http://srmetender.mahatransco.in> on or before tender submission date.
3. Tender Fee and Earnest money deposit (EMD) as specified should be paid online.
4. Price variation will not be allowed during contract period. Any offer without earnest money deposit will not be considered. On finalization of tender the Earnest money will be refunded to the unsuccessful bidders. This money will not bear any interest. In case of successful bidder the earnest money will be refunded only after payment of the security deposit (In the form of Cash or DD or Bank Guarantee of Nationalised Bank) payable against work order.
5. The e-Tender Documents are not transferable. Change in name & address of any kind will not be entertained. The e-Tenders signed with digital signature will be accepted up to due date & time of submission. It is advisable to submit the digitally signed e-tenders sufficiently in advance of due date & time, so as to avoid last minute trafficking at server. The e-Tender fee paid against the particular e-tenders shall not be refunded / transferred or adjusted at all.
6. First the technical bid will be opened online in respect of all the tenders received. The commercial bid will be opened online in respect of those tenderers who have submitted all digitally signed documents/certificates in technical bid as required in satisfactory manner & who are qualified.
7. Tenderer who do not fulfil all or any of the above conditions or are incomplete in any respect will be liable to summary rejection.
8. The rates quoted should be firm and valid for **at least one year** .Price variation will not be allowed during contract period.
9. Tender offer should valid for at least 60 days from the date of opening of the Tender
10. The rates quoted in the form of words by the bidder shall be taken as correct in case of dispute.
11. The Maharashtra State Electricity Transmission Co. Ltd., or their officers who accept the tender, shall have the right of rejection all or any of the tender and will neither be bound to accept the lowest, nor to assign any reason whatever for the rejection of any tender or all tenders.
12. The withdrawal of tender by tenderer during three months from the date on which they are due for submission will entitle forfeiture of the earnest money deposited with the tender.
13. The technical Documents should be uploaded in Technical Bid & Commercial documents/offer/price bid should be submitted separately in price bid. In case the same are uploaded under only one bid, the offer will be rejected.

14. MSETCL will not be responsible for non submission of Bid due to any internet connectivity or any technical problem to the e-tender system.
15. **Right to cancel any or all the tender offers without assigning any reason thereof is reserved by the undersigned.**
16. The submission of the Tender by Tenderer implies that he has read these instructions and conditions of the contract etc., and he had made himself aware of the scope & specifications of the work to be done.

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Tender Specification No: SE/ALDC/NGP/ Tech/Maint-03/18-19

Subject: - Annual Garden maintenance contract at ALDC, Ambazari, Nagpur.

General Terms & Conditions of contract

- 1) Sub letting of the contract will not be allowed otherwise the contract will be terminated & the security deposit shall be forfeited.
- 2) Price variation will not be applicable to this contract.
- 3) **Period of Contract:-** The total period of contract is 12 (Twelve) months from the date of start of order.
- 4) **Scope of Work:-** Scope of works is as per Annexure-I attached herewith and works shall be carried out strictly as per the direction and to the satisfaction of the respective In-charge.
- 5) The successful bidder shall have to pay the prescribed security deposit amounting to 5% of the total value of the contract in the form of B.G./D.D. of any nationalized/Scheduled bank in the name of "The Superintending Engineer Area Load Despatch Centre, Ambazari Nagpur", payable at Nagpur within 10 days of receipt of work order. The security deposit will be refunded only after satisfactory completion of work period.
- 6) **Payment:-** Monthly payment shall be made after submission of bills in triplicate along a copy of salary disbursement sheet, attendance sheet, proof of remittance of PF, ESIC for the people employed for this work, and all other relevant documents as per concerned statutory act shall be submitted by the contractor to this office. No advance payment shall be made. Payment shall be made within reasonable time as and when funds are available and no interest shall be applicable for this order.
- 7) All royalties and all local and other Taxes / duties etc. shall be paid by the Tenderer at his cost.
- 8) **Accident:-** The contractor shall take all precautions while working and advise the labour accordingly. The contractor shall be responsible for all accidents caused to his worker or to any other person due to mistake of his worker during execution of works and shall bear the losses and compensation if any at his/their own cost. 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.
- 9) The contractor shall deploy personnel only after proper verification of his antecedents and confirmation of good conduct and police verification of same shall be submitted . The contractor shall be responsible for good conduct and proficient services of his employees in the office premises.
- 10) **Penalty:-** If the Tenderer fails to complete the work within stipulated time period and up to satisfaction of Engineer In charge, a penalty will be levied ,subject to the maximum of 10 % of the total value of the work order.

11) If Tenderer fails to execute the work, it will be treated as breach of contract & contract will be terminated and order will be cancelled by forfeiting the EMD/security deposit.

11) CONTRACTOR'S EMPLOYEES:- Tenderer will have to employ and provide onsite, only such employees having experience of Gardening works. Tenderer will have to provide housing accommodations to his employees if required. MSETCL is not responsible for same.

12) DAMAGE TO PERSONS AND PROPERTY:- Tenderer will indemnify the MSETCL against any losses and claims regarding any injuries or damage to any person, material or physical damage to any property whatsoever which may arise out of or in connection of the execution of this contract. During execution of work any damage/loss to Transmission Company's property occurs will be recovered from contractor's bill.

13) APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:- Not withstanding anything stated here, the MSETCL's General Terms & Conditions of Contract shall be applicable to the contract as far as they are applicable to your contract.

14) TERMINATIONS OF CONTRACT: - The undersigned reserves the right to cancel the contract, after giving due notice of 3 days to you, in the event of the breach of contract in any respect or undue delay in execution of works /starting of the works.

15) Contractor shall ensure that monthly salary of each of the deployed manpower is paid in to their respective saving bank account. In case any worker not having such bank account, it shall be responsibility of the contractor to open saving bank account (salary account) for those personnel, and deposit their monthly salary through bank account only.

16) The agency will be responsible for compliance of all statutory obligations under all relevant Acts in force in timely, in respect of his employees. The payments monthly/weekly shall be made as per Minimum Wages Act and will have deposit P.F. amounts to eligible employees/Labour.

17) The contractor will solely responsible for compliance of all statutory obligations under all relevant Acts and Rules in force from time to time with respect to labours.

18) The contractor and his deployed manpower shall strictly abide by the non closure commitments related to all kinds of information, documents, security particulars etc. in respect of all ALDC office premises and details of its functioning and other confidential information related to the establishment, to which the contractor and/or his deployed manpower shall have access to during the course of work.

19) All disputes or differences arising out of or in connection with the contract, shall be subject to exclusive jurisdiction of the Nagpur Court.

20) In case of failure to carry out the work during the contractual period, MSETCL will have liberty to get work done departmentally or from other agency at the cost and risk of the contractor.

21) The contractor will have to provide Monthly Salary Slip to the labours showing earnings which will include Basic Pay + Special Allowance + H.R.A. + Leave details and Deduction which will include P.F. contribution +ESI contribution etc.

22) The contractor will be black listed if the applicable rules of Employees Compensation Act, and the applicable rules of various labour Acts are not followed strictly.

23) The contractor will have to submit the documents as deemed necessary by this office/State Govt. Office if demanded.

24) The contractor will have to provide Identity Cards duly signed alongwith photograph to the labours wherever necessary. The labours will not be allowed in MSETCL Office/Sub-Station/Project without Identity Card.

25) Bidder shall be deemed to have full knowledge of all relevant documents, site conditions etc. whether inspected or not by him.

26) Submission of tender by a bidder implies that he has read the above instructions and conditions of contract and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.

27) An agreement on Rs. 500.00 value of stamp paper shall be executed with MSETCL to carry out the work before commencement of the work. The stamp paper fees shall be borne by the agency.

**Superintending Engineer
Area Load Despatch Centre, MSETCL,
Ambazari, Nagpur**

Annexure -I

Tender Specification No: SE/ALDC/NGP/ Tech/Maint-03/18-19

Subject: - Annual Garden maintenance contract at ALDC, Ambazari, Nagpur.

- 1) Regular watering and up keeping of the plants, trees, lawns, mehandi, flower beds, newly planted saplings, decorative mehandi, etc.daily as per requirement.
- 2) Arranging the pots (Gamala's) along street and in the ALDC, premises as per directives.
- 3) Grass cutting in the garden area as directed and removing of unwanted trees and bushes in the garden. This office has approximate 4000 Sq. meter garden area.
- 4) Daily cleaning/sweeping of garden area.
- 5) Putting bricks duly painted with white and red colour, around the plants in entire garden area and as per instructions.
- 6) Providing manure, pesticides etc. as per requirement for the plants in the garden payment as per actual shall be made.
- 8) Providing of seasonal plants like Zenia, Balsom, Mary Gold and Casmos, Aster, Pins, Flocks, Calendila, atleast 300 plants per season payment as per actual shall be made.
- 9) Flower arrangements as per directives, as and when required by this office.
- 10) Decorative plant and its pot to be kept in decorative mode of designated places in the building with necessary arrangement.

Note :-

- 1) Submission of tender by a bidder implies that he has visited the site and read the instructions and conditions of contract and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.
- 2) **To carry out above day to day works in garden at least 04 Nos. labours and as per the directives of Engineer In charge to be provided at ALDC Ambazari Nagpur.**

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Technical bid (Qualifying Criteria):

Tender Specification No: SE/ALDC/NGP/ Tech/Maint-03/18-19

Subject: - Annual Garden maintenance contract at ALDC, Ambazari, Nagpur

Tenderer should upload the following digitally signed scan copies of original documents / certificates under technical bid.

- 1) The bidder should have experience of similar type of works of providing services of Garden maintenance during last 3 years and should have work orders for similar completed works costing not less than the amount **equal to the 70 % of estimated cost** of this works in MSETCL/Government/Semi-Government offices and he must submit the experience certificate for the same.
- 2) Valid Solvency certificate of amount not less than 70 % of the estimated cost of works from scheduled / nationalized bank.
- 3) Proof regarding Registration under Professional Tax.
- 4) Proof regarding Registration under Service Tax i.e. CST registration certificate.
- 5) Attested copy of valid registration under Bombay Shop & Establishment Act 1948.
- 6) The bidder should submit the copy of Latest Paid Service Tax Challan if applicable.
- 7) Proof for valid registration under ESIC Act 1948 with code number of ESIC.
- 8) Proof for valid registration under Employee's Provident fund with code number.
- 9) In case of partnership firm, a letter by all partners authorizing any one or more partner /partners to deal with the company regarding the bid / contract.
- 10) PAN No. & I.T. returns of last three years.
- 11) The competent Authority reserves the right to relax any of the above conditions without assigning any reason thereof

UNDERTAKING OF CONTRACTOR

Tender Specification No: SE/ALDC/NGP/Tech/Maint-03/18-19

Subject: - Annual Garden maintenance contract at ALDC, Ambazari, Nagpur

To,

The Superintending Engineer,
Area Load Despatch Centre Ambazari,
M.S.E.T.C.Ltd, Nagpur-440023

Dear Sir,

Having examined the above specifications together with the accompanying schedules, the general conditions of the contract and the instructions of the tender, applicable to Company's work contract therein referred to I/We hereby submitting the offer to carry out the works described in the Tender Document and the said specifications and schedules at the rate entered in the rate schedule.

I/We hereby guarantee the performance of our work in full conformity of your specifications and instructions, the particulars entered in the schedules attached to the specifications and in accordance with the conditions of contract applicable for Company's work contract.

Yours faithfully

Place:-

Signature of the Contractor

Date:-

Address of the Contractor



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COMMERCIAL BID

- 1) Estimated rates are inclusive of all taxes.
- 2) Bidder should quote rates and any other taxes in SRM system only.