

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

Name of office :- Superintending Engineer(C) EHV CCCM Circle.  
Office Address :- 220 KV S/Stn. Premises, Morshi Road Amravati - 444 603  
Contact No. :- 0721 – 2553136  
0721 - 2553134 (P)  
0721 - 2553135 (O)  
E-Mail :- [se1700@mahatransco.in](mailto:se1700@mahatransco.in)

Ref. No. SEC/EHV/CCCM / Circle/AMT/G100/Tech/195

DATE : 05.03.2019

**e-Quotation**

To,

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**Sub:- Quotation for maintenance of company's Rest House located in the premises of 220 KV Amravati S/Stn. Under EHV PC O & M Zone Amravati - on monthly basis.**

Dear Sir,

Please quote your lowest rate following work subject to terms and conditions stipulated below. The quotation may please be submitted in a sealed envelope superscribed as **“Quotation for maintenance of company's Rest House located in the premises of 220 KV Amravati S/Stn. Under EHV CCCM Circle Amravati** on or before **11.03.2019** up to 14.00 Hrs.

The certified true copy of registration under shop and establishment act, GST etc, should be enclosed with your offer. If the registration under Bombay shop and establishment act is not required or/ and service tax is not applicable for your firm then submit the affidavit on stamp paper of Rs 500/- for non-applicability of above to your firm with justified reason.

**Terms and Conditions**

- 1) Work Order Value :- The value of the work order is limited to **Rs.2,95,212/- (Rs. Two lakh ninety five thousand two hundred twelve only)**. However the payment will be made as per actual quantity on monthly basis.
- 2) **Security Deposit :-** The successful agency will have to pay Security Deposit 5 % of work order amount within 7 days from the date of receipt of the work order if order issued to your firm or before starting of work which ever is earlier. The SD Shall have to be paid in Cash or in the form of Bank Guarantee or FDR in the prescribed proforma from any nationalise or schedule bank of India. Which shall be valid for 1 year period.
- 3) The rate are inclusive, applicable taxes, including GST, duties as per minimum wages act applicable for the order.
- 4) If the work of person provided by you against the order found unsatisfactory the contractor shall engage the other well experienced candidate at our request.
- 5) The person should remain present in Rest House for 24 Hrs. for all days and shall not leave the Rest House without prior permission of Rest House In-charge.
- 6) The person engaged by you should have experience of all types of cooking. The person should be able to read, write and speak Local/ Essential Language very well. Also should be disciplined and well mannered.
- 7) **Duration of Contract :-** The period of contract will be w. e. from the date of issue of work order **up to 31.03.2020**. However the undersigned reserves the rights to terminate the contract at any stage.
- 8) The duty attendance register will be kept in custody of the Rest House Incharge.
- 9) **Contract operating authority :-** The contract will be operative under the control of Superintending Engineer (C) EHV CCCM Circle, Amravati.

- 10) **Terms of Payment :-** 100% payment will be made on completion of work on monthly R.A. Bill basis of submission of bill in triplicate of to this office. All efforts will be made to release the payment within reasonable period from the date of submission of clear bill. However, this period may vary due to unforeseen circumstances beyond the control of this office & company will not pay any interest for delay thereof. The contractor may please note this Invoice copy. Invoice copy and MB will be certified by the concern Rest House Incharge.
- 11) The rates for Dinner, lunch and breakfast and VIP suit rental charges to be recovered from the guests are enclosed and you will have to deposit rental charges to cash section of circle office on monthly basis and register will have to maintained at your level for the same alongwith bill book receipts.
- 12) Contractor shall undertake stock verification/ inventory of MSETCL Ltd., as sets in his custody, alongwith the authorized representative of this office once in quarter as decided & keep proper record of the same.
- 13) The Contractor shall submit the list of persons/ staff engaged by him for rendering the service with details regarding their names, identity, local and permanent address etc. Two copies of passport size photographs of his every staff shall also be submitted enable to arrange necessary identity cards and gate passes.
- 14) Income tax including surcharge will be deducted as per prevailing Govt. rules from your monthly bills.
- 15) The contractor is solely responsible for compliance of statutory obligation under shop and establishment act, Labour contract act, minimum wages act etc, workman compensation act and PF act etc as per the relevant act and rule in force.
- 16) You should strictly follow existing minimum wages act and labour act.
- 17) All disputes arising with above quotation/ order will be subject to exclusive jurisdiction of Amravati court only.
- 18) Any damages to MSETCL's property during the course of execution of work due to mishandling will be recovered from you.
- 19) **Agreement :-** The successful agency will have to enter into an agreement within 15 days with the MSETCL for this work in standard proforma on non judicial court stamp paper of Rs.500/- within one month from the issue of the work order until such agreement is executed. The company shall not be liable to pay nor you shall be entitled to claim any amount due for payment of Bond, under this contract. The agreement duly signed by the Contractor should be furnished along with the security deposit.
- 20) **Scope of work and specific conditions:** - The scope of work and the specific conditions of the contract are given below separately. The work details are given in brief and for your knowledge only, however you will have to do all the related work as per requirements.
- 21) The agency should acknowledge within 7 days from the receipt of this work order if any clarification is required as regards the Terms and Conditions, otherwise it will be presumed that the Work Order with the Terms and Conditions stipulated therein is accepted by the agency.
- 22) The Contractor shall be responsible for the safe custody and proper use and maintenance of equipments, fittings, installations, assets of the MSETCL whether movable or immovable. Any damages or loss made to these assets or property of the MSETCL by the contractor or his staff during the period of contract, shall be made good by the contractor immediately without loss of time, failing which such costs will be recovered from the Contractor's bills and or security deposit or through other means as deemed forfeited by this office.
- 23) **SAFETY :-** MSETCL will not be responsible for any accidents to any person engaged by the contractor and hence it will be the duty of the contractor to ensure safe working and safety of his personnel. The contractor has also to comply with the Workmen's Compensation Act. Or any other Act. In force, as applicable. The contractor shall indemnify the Board for any such claims against any injury, damage, loss etc.
- 24) The Contractor shall be responsible for the proper behaviour of his staff, not only amongst themselves, but also with the Board's / Company employees and exercise proper control over them and prevent them from acting in any way detrimental or prejudicial to the decorum and smooth functioning of the Rest House.
- 25) All work as per day requirement shall be done in office hours and on working days. In case of urgency the person shall attend the given work on Sunday and holiday with prior approval of the contract operating authority.

26) The quotation forms will be issued from **05.03.2019 to 11.03.2019** up to 14.00 Hrs. From EHV CCCM Circle MSETCL Amravati on working days upto 17.00 Hrs. Free of cost and the quotation will be opened on same day if possible.

27) List of document to be submitted.

- a) Food and drug administration Maharashtra State Licence.
- b) Shop Act Licence.
- c) GST.
- d) PAN Card.
- e) Adhar Card.
- f) EMD Receipt of **Rs.2960/-**

28) Scope of Work

- a) Daily cleaning of all Suits / Rooms and Toilets etc.
- b) Sweeping all the nearby premises.
- c) Maintaining the Garden (Watering to the Plants/ Removing of the Grass/ Cutting of Plants in Shape.
- d) All Related Labour Works which help to Maintain the garden.)
- e) Washing of Bed Sheet/ Pillow Cover/ Towels.
- f) Maintaining Water Supply arrangement.
- g) Up keeping of all Equipments, accessories as per the instruction.
- h) The material required for cleaning of rest house will be arranged by the Agency.

**(Govind L. Jadhav)**  
**Superintending Engineer (C)**  
**EHV CCCM Circle,MSETCL,Amravati.**

Copy to:-

- 1) The Executive Engineer (C) EHV CCCM Division Amravati.
- 2) Addl. Executive Engineer (C) EHV CCCM Sub-Dn.I/II, Amravati.
- 3) The Manger (F&A) EHV CCCM Circle, Amravati.
- 4) The Office Assistant (F&A) EHV CCCM Circle, Amravati.
- 5) Notice Board.
- 6) MSETCL Portal

Schedule 'B'

Sr. No.	Particulars	Qty	Rate	Unit	Amount
1	<p>Running and Maintaining MSETCL Company's Rest House at Amravati</p> <p>(A) Daily Cleaning/sweeping of all rest House premises (Internal room Area of all suits/ rooms, common passages, balcony, terrace) neatly using phynel cleaning liquids, Detergents, Hydrochloric Acids as and when required including cost of Brooms, dusters etc complete as directed by Engineer In-Charge.</p> <p>(B) Keeping up all suits neatly all time.</p> <p>(C) Cleaning/sweeping all bathrooms and toilets using toilet and bathroom cleaners including cost of Brooms, dusters, brush etc complete as directed by Engineer In-Charge.</p> <p>(D) Providing Naphtha Balls, Purifier like odonil in Toilets and bathrooms, Mosquito coils or matts/ electrical liquid vaporizer in all suits/ rooms and toilets soaps at all wash hand basins.</p> <p>(E) Preparing and serving Tea, Launch, Meal, Breakfast etc to occupants at Company's fixed rate as in Schedule A.</p> <p>(F) Providing one Marathi and one English daily news paper everyday.</p> <p>(G) Washing bed sheets, chadders, pillow covers, curtains, towels, Napkins, frequently as and when required etc complete as directed.</p> <p>(H) Providing Service to all rest house resident (guests/ company employees) etc.</p> <p>(I) Cleaning of water tank (overhead &amp; underground) by using Chemical etc. As and when required etc complete as directed by Engineer In-Charge.</p>	12	24601.00	Month	295212.00
				<b>Total Rs.</b>	295212.00

(Total Rs. in Words : Two lakh ninety five thousand two hundred twelve only)

**(Govind L. Jadhav)**  
**Superintending Engineer (C)**  
**EHV CCCM Circle, MSETCL, Amravati.**

I am/ we are ready to execute the above prescribed work .....% (in fig.) .....  
Percent (in words) above/ below the estimated cost.

**Signature of Contractor**

**Name**

**Address**

Desktop/Tech/Outsourcing letter/19-03-2016