

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

From:

Name of Office: Executive Engineer

Office Address: 400 KV R.S. (O&M) DIVISION

M. S. E. T. Co. LTD., NAGOTHANE AT:- KANSAI, PO :- AINGHAR

TAL:- ROHA, DIST: RAIGAD,(M.S.), PIN:- 402 126

Contact No. : 02194) 238653 Fax No. : (02194) 238581

Email ID : ee400kvnagothane@rediffmail.com

Ref. No. : EE/400 kV/R.S.(O&M)/DIV/NGTN/TECH/ 257

Date : 03.03.2020

Sub:- E-enquiry for work of Guest House Maintenance & running canteen services at 400 KV Nagothane s/s under 400 KV R.S. Nagothane Division for financial year 2020-21.....

Ref:- 1) EE/400kV/RS (O&M)/DIV/NGTN/TECH/067 dt.17.01.20
2) SE/EHV/(O&M)/Cir/PNL/W-2A/0203 dt. 05.02.20

Dear Sir,

Please offer your reasonable rates for the subject material as per the schedule given below. the terms & conditions are given below

Sr no.	Particulars	Qty.	Unit	Rate	Total
1.	Rest house maintenance & running guest house	12	Months	12012.44	144149.28
	GST 18%				25946.87
	Including GST				170096.15
	Labour cess 1%				1700.96
	Total cost				171797/-

TERMS & CONDITIONS:-

- 1) Due date:-** the quotations ,complete in all respect, duly sealed and super scribed by subject of this enquiry, our enquiry no , due date of submission shuld reach to the office of the Executive engineer, 400kv RS O&M div., Nagothane At kansai, Post ainghar , tal. Roha , distt. Raigad -402126 on or before dt 11.03.20
- 2) Quoted rates:-** the rates quoted should be on firm quotation basis inclusion/exclusion taxes.
- 3) Value of order: -**As detailed in Schedule "A" the value of the order is limited to **Rs. 1, 71,797/-** including GST.
- 4) Security Deposit:** the successful bidder will have to pay 5% of contract value towards security deposit i.e. **Rs.8589.85/-** within 10 days from date of acceptance of firm order to this office.

- 5) **Validity Offer:** The offer should be valid for acceptance for minimum period of 60 days from the date of submission of the offer. During this period no bidder shall be allowed to withdraw his offers. Such withdrawal during the said period shall result in the forfeiting of S.D
- 6) **Document submission :** The bidder Should submit valid, Registration under GST, performance of the quoted material if available, registration under shops & established, PAN Card, and All the supporting & accompanying documents shall bear the authorized signature of the bidder, If any short fall in documents then the offer will be liable for rejection.
- 7) **Laws and regulation:-** this contract is governed by various laws and regulation and amendments made their in from time to time & will be binding on the bidder.
- 8) **Period of contract :** - 01.04.2020 to 31.03.2021
- 9) **SCOPE OF WORK :-**
The work of running & maintaining of Guest House & running canteen services under 400kV R.S. (O&M) Dn., Nagothane for the financial year 2019-20.

Housekeeping Services:

- a. Complete cleaning & sweeping of floors, common area, reception, passage of guest house daily.
- b. Cleaning of toilets with phenyl or required standard quality chemicals daily.(The required material will be provided by MSETCL)
- c. Cleaning of toilets floor area & commode/W.C., etc. with acid twice a week & to keep air purifiers, naphthalene balls in position. (The required material will be provided by MSETCL)
- d. Collection, carrying & dumping of garbage outside the boundary of MSETCL's premises as directed.
- e. Cleaning of kitchen, dining, dining hall and other surrounding area with phenyl twice a day after every meal.
- f. Dusting, cleaning & brushing of furniture and carpets of guest house daily.
- g. Changing of bed sheet, pillow covers, hand towels, etc. (The bed sheets, pillow covers, towels will be provided by the company. You will have to arrange washing of the same, only ironing charges shall be borne by MSETCL. Cleaning of curtains provided by company once in three months.)
- h. Any defect in electric equipment should be reported to Engineer-in-charge immediately (The material will be provided by MSETCL).

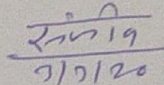
Catering Services:

- a. To provide tea, coffee, snacks, breakfast, lunch, dinner, etc. at specified rates (Rate list will be provided by MSETCL) & that too cooked from good quality ingredients.
- b. Taking care of guests during their stay from check in time (like opening suite, preparing bed, changing bed sheets, pillow covers, towels, etc.) to their departure.
- c. Collection of suite rent as per the prevailing MSETCL rates, maintaining register for the same & submitting the cash monthly at the time of billing to the s/s incharge
- d. Cleaning, washing of utensils, dishes, etc. and keeping them in neat & clean condition.

Note:

The work is to be carried out at Guest House, 400 kV RS O&M Division, Nagothane. The work is to be carried out strictly as per the instructions given by officer-in-charge. No material will be issued by MSETCL other than utensils, dining set, kitchen equipment, furniture, bed, bed sheets, pillow, pillow covers, towels, broom, floor cleaner, mop, phenyl, air freshener, hand wash in suite, electrical fixtures, etc. The company will supply water free of cost. No any unauthorized person occupying/ utilizing guest house amenities except prior permission from officer-in-charge must be seen, else action as per company rules including termination of contract, etc. shall be taken against you & balance work will be carried out through other agency at your risk & cost.

- 10) **Payment:** - On completion of job the bill should be submitted to the in charge of the substation who will submit the certified bill to the concerned Executive Engineer. The payment will be effected by this office within reasonable limit.
- 11) **Agreement Bond:** - Agreement to be executed on stamp paper of Rs. 500/-at your cost in prescribed format & should be submitted within 7 days from the receipt of the order
- 12) **Tax deduction :-** Income Tax & GST as applicable will be deducted from your bills and GST, CGST, IGST will be applicable on your basic price as per govt. rules
- 13) **General condition:** - the MSETCL's general conditions for work contract are also applicable & will be binding on the bidder; MSETCL will not be responsible for any accident or damages to your staff during execution of work.
- 14) **Penalty:** If the work is not completed within prescribed time limit, penalty at 1/2 % per week delayed or part there of subject to maximum 10% of order value will be deducted from your bill.
- 15) **Right of acceptance/rejection:-** the undersigned reserves right to reject any or all the quotations without assigning any reason thereof.


2/10/20

(S.A.CHATE)
EXECUTIVE ENGINEER
400kv RS O&M DIV Nagothane

Copy to :-

- 1) Dy. Manager (F&A) , 400kv RS O&M DIV Nagothane
- 2) Notice board