

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

**From :**

**Name of Office : EXECUTIVE ENGINEER, EHV PROJECTS DIVISION-II, PUNE**

**Office Address : Administrative Building, 1<sup>st</sup> Floor, 925, Kasba Peth, Pune – 411 011**

**Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. (020) 245 70 676**

**E-Mail Id : ee6620@mahatransco.in**

**Website : mahatransco.in**

**Ref.No.EE/EHV/Constn/DN-II/PN/No. 298**

**Date: 19 MAR 2020**

**Sub :** Enquiry for outsourcing of services for housekeeping, up-keeping, cleaning and conservancy works at EHV Projects Dn-II , Pune.

Sir,

Sealed and Superscribed quotations are invited for the above work as per enclosed Schedule 'A'. You are requested to quote your lowest rate for the above work. The terms and conditions are as follows.

1. The period of the contract shall be 12 months from the handing over of the site.
2. The labour should have clear antecedents & should not have been involved in any criminal case etc.
3. The labour should be vigilant, alert & respectful & presentable while on duty. They should have good moral reputation & should be free from bad habits like alcoholics, theft etc. The contract labour should have weekly off as per rules.
4. The labour will have to carry out the duty as per instructions of the officer-in-charge.
5. You will be responsible for the payment of the wages, EPF, insurance, compensation, over time & other statutory & other legal liabilities as per the relevant laws.
6. Your offer should be inclusive of all taxes (with GST % mentioned).
7. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost.
8. The contract does not confer any right of employment in Company's Services.
9. Payment will be made subject to availability of funds.
10. The separate sealed envelop for attached Xerox copies of License for running the Agency, Registration in provident Fund, GSTN registration, PAN, ESI Registration and Income tax clearance certificate is to be submitted mentioning on the top of the envelop "DOCUMENT".
11. The rates should be quoted on your firms letter head in sealed separate envelop mentioning on top of envelop "Quotation cleaning & up-keeping of office at EHV Projects Division-II, Pune."

12. Your quotation should reach to this office in person or by post on or before  
03.04.2020 up to 17.30 Hrs.

13. Right to reject any or all offers without assigning any reasons are reserved with  
undersigned.

Thanking you.

**Yours faithfully,**

Encl: Schedule A

*(Sanjaykumar Gedam)* 19/3/2020

**Executive Engineer**

**EHV Projects Division-II, Pune**

Copy to:

The Manager (F & A), EHV PD-II, Pune.

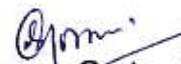
Notice Board/ M.File.

**SCHEDULE 'A'**

Sub : Enquiry for outsourcing of services for housekeeping, up-keeping, cleaning and conservancy works at EHV Projects Dn-II , Pune.

Sr.No	Particulars	Qty	Rate (Rs.)	Amt. (Rs.)
1	<p>(i) Daily cleaning &amp; sweeping of EHV PD-II, Pune by brooming, dusting of chairs &amp; tables daily, wet moping the entire premises .</p> <p>(ii) Daily cleaning entire area of toilet/washroom pertaining to EHV Project Div-II Pune.</p> <p>(iii) Cleaning &amp; dusting, File rack, Partions, doors, Fans, Windows once in week including cleaning of any work in EHV Project Div-II Pune premises as directed.</p> <p>(iv) Cleaning &amp; brooming of terrace/ gallery of EHV Project Div-II Pune office in a week</p> <p>Note:</p> <p>1. Rates to be quoted including the provision of consumables in day to day use like phenyl, liquid soap, hand washers, brooms, cloths, dusters, room freshners, urinal disinfectant, Napthalene balls, mops, buckets, brushes etc. Other required considering hygiene at work premises shall be arranged by the agency.</p> <p>2. Daily cleaning work is to be attended before office hrs.</p>	12 Month.		

Name & seal of Agency

  
(Sanjaykumar Gedam) 15/3/2020  
Executive Engineer  
EHV Projects Division-II, Pune.