

CIN No. U40109MH2005SGC153646

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Name of the office:- Executive Engineer,
Office Address: - EHV Projects Division Kalwa, A/P :- Airoli, Thane Belapur Road,
P. B. No :- 20 , Navi Mumbai- 400 708
Contact No.:- 022-2760 1902 (P & FAX), 022-27601908 (O)
Email Id:- ee7630@mahatransco.in

Ref: - EE/EHV. P. Dn./ KLW/Tech/ No:-

Date: -

SUB:- SRM Enquiry for cleaning, up-keeping for S&I, Kalwa lines ,Panvel lines &s/st s/dn & division office premises with maintenance of garden under EHV Project Div. Kalwa for the period of 01.06.2020 to 31.03.2021.

Dear Sir,

Please offer reasonable rates for the subject work as per the enclosed schedule 'A'. The detailed scope of works is as given in Annexure -A.

Please note the following.

RFx Number	7000016277
Online Downloading the RFx	28.05.2020, 19:00 Hrs to 04.06.2020, 16:00Hrs
Online Submission of the RFx	On or Before 04.06.2020 up to 16.00 Hrs.
Online Opening of the Techno Commercial RFx	04.06.2020 up to 16.30 Hrs.(if Possible)
Online opening of the price bid RFX	04.06.2020 at 17:00 Hrs.(if Possible)
Estimated Cost	Rs. 1,54,308.60/-including taxes
EMD amount	Rs. 5000/-
Tender Fees	Rs.100 + Applicable GST (RS. 5.00/-)

For further details visit our website :<https://srmetender.mahatransco.in>

Contact Person :- Executive Engineer, EHV Project Division Kalwa. Contact No.8169354268.

Note: All eligible Supplier / Contractors are mandated to get enrolled on SRM E-Tenders (New) portal of MSETCL.

DUE DATE: The RFx, complete in all respects, should be submitted between the period of 28.05.2020 to 04.06.2020 positively.

SCOPE OF WORKS: As detailed in Scope of Work in Annexure-'A'

TERMS & CONDITIONS

Documents required to be attached along with offer:-

Following are the list of qualifying documents required for qualifying in the Techno-Commercial Bids for opening of the Price Bids. please attach the following documents

- 1) Bidder should provide Valid Proof of registration of firm under Shop & Establishment Act (Please Attach).
- 2) Valid GST registration (Please Attach if applicable).
- 3) Copy of PAN Card (Please Attach).
- 4) Copy of Income Tax Return for FY 2019-20 OR 2018-19.
- 5) Valid Workman compensation policy/ Labour Insurance Policy (Please Attach).
- 6) The bidder should have the experience certificate for the above cleaning, sweeping, up-keeping work at substation or offices executed in last three years in MSETCL or other utility or other company Pvt. Ltd. shall be submitted.
- 7) Please attach copy of receipt of EMD and tender fees both. If the bidder has MSME then EMD fees is not application and that bidder should attach the valid MSME Certificate.

The above qualifying requirements are available in the question format in the RFx. The bidder has to answer all the questions at the time of bidding and also the supporting documents as required above shall be uploaded by the bidder. The documents will require digital signature at the time of uploading to the SRM Portal, the bidder has to connect the digital signature key at the time of uploading the Qualifying documents

/ any attachment.

1. QUOTED RATES:

You are requested to quote your rates for the items mentioned in the schedule on percentage basis.

2. PAYMENT:

100% payment will be made in every month against certified bills. Bills in duplicate should be submitted to the EHV Projects Circle Kalwa.

3. SECURITY DEPOSIT:

You should pay 5% of the total amount of the work order against S.D. within 7 days from the date of receipt of the order, in the office of E.E. Project Division , Kalwa. The same will be refunded after satisfactory completion of order period of 12 months.

4. VALIDITY OF OFFER:

The offer should be valid for our acceptance for period of 60 days from the date of opening the same.

5. TAX:

Taxes as applicable will be deducted from the bills.

6. MATERIAL REQUIRED FOR EXECUTION OF WORK :

Material required for Execution of work should be borne by you. All cleaning material such as phenol, hand wash (Dettol), bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc for work of cleaning & up keeping of offices. All tools required by the gardener for the work of removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape, planting of new plants as per direction should also be borne by you.

7. 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 in any respect or undue delay in execution of work/starting of the work. If the contract is terminated because of the vendor, the security deposit will be forfeited. The contractors shall employ and provide on site only such employees who are skilled and experienced for execution of works. The contractor shall provide housing accommodation to his employees. The contractor should ensure that his staff uses the requisite safety equipment. The employees should be duly insured against any such eventuality.

8. CONTRACTOR'S EMPLOYEES:-

The contractors shall be responsible for any injury / accident to his employees, payment of compensations ,insurance etc. as may required to be paid eventually, shall be borne by the contractor himself. The work should be carried out as per Board's work regulation.

9. APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:-

Notwithstanding anything stated herein, the Board's General Terms and Conditions of Contract shall be applicable to the contract, as far as they are applicable to this contract.

10. JURISDICTION.

All disputes, differences related to the tender/contract shall be subject to the exclusive jurisdiction of Thane District Court.

11. PENALTY.

If the personnel is found sleeping/ unsatisfactory work, absent, mis-behaviour or any other objectionable activity, penalty of Rs.100/- per day will be deducted from the bill.

12. CONTRACT AGREEMENT

The contractor have to submit contract agreement on Bond paper of Rs. 500.00/-.

Thanking you,

Encl: Annexure 'A' and Schedule.

Yours faithfully,

**EXECUTIVE ENGINEER
EHV PROJECT DIVISION KALWA**

ANNEXURE-1

SUB:- SRM Enquiry for cleaning, up-keeping & maintenance of garden for S&I, Kalwa lines ,Panvel lines & s/st s/dn & division office premises with maintenance of garden under EHV Project Div. Kalwa for the period of 01.06.2020 to 31.03.2021.

Details of office premises Scope of works are as mentioned below:

Particulars	Scope of work	Frequency
Up keeping of Offices & its premises	Up keeping of Offices & its premises daily by cleaning entire office flooring and wet moping by mixed phenol in water. Keeping naphthalene balls in urinals and wash basins, keeping Odonil air freshener & hand wash in toilets. Cleaning of chairs, tables, outside surrounding premises. Weekly cleaning & moping of all window. Disposing entire debris away from M.S.E.T.C.L.'s Premises etc. as per direction.	Once daily (before 10:00am, on all working day)
Toilet in EE cabin and Div. & sdo Office mention in the P.O.(Ladies and Gents)	Twice in a day cleaning of Toilets and W.C. flooring with soap water mixed with Odopic /acid and phenol,	Twice daily (before 10:00am & after 01:00pm)
Gardening work at Outside premises	Cleaning of outside surrounding premises. Maintenance of Tree plants & herbaceous borders by employing one labour for one hour daily at EHV Projects Circle Kalwa including the removing of unwanted growth of grasses, watering the plants/lawn/herbaceous border all as per the satisfaction of in charge of work, cutting/dressing the Tree plants, Lawn grass to the required shape or as directed etc. Also, the tools required etc should be provided by the Contractor.	Daily one hour

Note:

- 1.All cleaning material such as phenol, dettol, bathroom cleaner, air fresheners, liquid soap with dispenser on all wash basins, soap naphthalene balls, brooms, mops, dusters, buckets, brushes, Floor mops and dusters etc should be provided by the Contractor.
- 2.The tools required for Gardening, Plants etc should be provided by the Contractor.
- 3.The agency should maintain record of daily works in register and take signature (weekly) from concern office incharge of monthly bill claims

**Executive Engineer
EHV Projects, Division Kalwa**

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV PROJECTS DIVISION , KALWA**

Schedule

SRM Enquiry for cleaning, up-keeping & maintenance of garden for S&I, Kalwa lines ,Panvel lines & s/st s/dn & division office premises with maintenance of garden under EHV Project Div. Kalwa for the period of 01.06.2020 to 31.03.2021.

Sr. No.	Activity No.	SAC Code	Particulars of works	Unit	Qty	Rate (Excl. taxes)	Amount
1	2	3	4	5	6	7	8
EHV Project Division Kalwa							
1	50002516	998533	Cleaning & upkeeping of Division office (Month)	Per Month	10		
2	50000300	998597	Garden Maintenance	Per Month	10		
3	50002516	998533	Cleaning & upkeeping of Lines & s/st Panvel sdo	Per Month	10		
4	50002516	998533	Cleaning & upkeeping of Kalwa lines & S&I office (Month)	Per Month	10		
TOTAL							
18% GST							
GRAND TOTAL							

**Executive Engineer
EHV Projects Division Kalwa.**