



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

From :

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

Office Address : Administrative Building, 1st 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/Project/DN-II/PN/No. 967

Date:24.07.2023

Sub : E-enquiry for outsourcing of services for housekeeping, upkeeping , cleaning and conservancy works at EHV Project Div-II Pune.

Sir,

Sealed and Superscribed quotations are invited so as to reach this office on or before **01.08.2023 upto 18:15 hrs** for the above work as per enclosed **Schedule `A'**. You are requested to quote your reasonable 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.

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10. The separate sealed envelop for attached Xerox copies of the following is to be submitted mentioning on the top of the envelop "DOCUMENT".

- Valid copy Registration under Shop Act or NOC of Gram panchayat .
- PAN card Xerox
- GST Registration.
- Labour License (if applicable) or undertaking of exemption.
- PF Registration,
- PT Registration
- ESI registration

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. You will have to pay security deposit equal to 5 % of the order amount in cash or in the form of F. D. R. within 7 days from the date of receipt of order.

13. The contractor shall have to submit an Agreement on stamp paper of Rs. 500/- in the prescribed proforma of the company within 7 days of receipt of work order.

14. Your quotation should reach to this office in person or by post on or before **01.08.2023 up to 18:15 Hrs.**

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

Thanking you.

Encl: Schedule A

Yours faithfully,

Sd/-

(Vitthal D.Bhujbal)

Executive Engineer

EHV Projects Div-II,Pune

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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	(i)Daily cleaning & sweeping of EHV PD-II, Pune by booming, dusting of chairs & tables daily, wet moping the entire premises . (ii)Daily cleaning, washing entire area of toilet & washroom pertaining to EHV Project Div-II Pune. (iii)Cleaning & dusting, File rack, Portions, doors, Fans, vacuuming door, window tracks, Windows twice in month including cleaning of any work in EHV Project Div-II Pune premises as directed. (iv)Cleaning , booming, of terrace/gallery, disposing of unwanted substance in the suitable office place out side premises of EHV Project Div-II Pune office in a week Note: 1.Rates to be quoted including the provision of consumable in day to day use like pheonyl, toilet liquid soap,hand washers,brooms, micro fibre cloths for furniture cleaning, cotton cloths,dusters, room fresheners,urinal disinfectant, Naphthalene balls, mops, buckets, brushes, Dust bin bags etc. 2) Any other required considering housekeeping hygiene at office premises shall be arranged by the agency. 3) Daily cleaning work is to be attended before office hours.	12 Month	8,644.00	103,728.00
			Total(Rs.)	1,03,728.00
			GST 18%(Rs.)	18,671.04
			Total (Rs.)	1,22,399

The contractors have to quote above/ below/ At par in % in respect of total amount. The contractor should not quote above/ below/ At par of individual items, such Price bid will be rejected.

1. -----%**Below** (In words-----)of the above estimated Rate.
2. ----- **At Par** (In words-----)of the above estimated Rate.

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3. -----% **Above** (In words-----)of the above estimated Rate.

Dated

Signature of contractor with Seal

Name -----

Address -----

Sd/-
(Vitthal.D.Bhujbal)
Executive Engineer
EHV Projects Dn.-II, PUNE.