

Tender Details		27-07-2023 01:07:50
Tender Code	EE/KED/T-12/2023-24	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	Providing services for Cleaning & Sweeping work , upkeeping of office premise at Division & Subdivision offices under Kedgaon Division .	
Estimated Cost (In Lakhs)	10	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	1000	
GST In INR (@18% on Tender Fee: SAC No.	180	
Total Tender Fee Amount including GST in INR.	1180	
Contact	Kishor D Shinde , 7875768147 , eekedgaon@gmail.com	
Pre-Qualifying Req	1. Electrical Contractor 2. GST registration certificate & PAN card. 3.Previous experience of Similar type of work to any offices of MSEDCL equivalent to the 50% of tender value during last three financial years	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Distribution Department	
Office Type	DIVISION	
Location Type	Pune Kedgaon Division	
Designation	Additional Executive Engineer(Distribution)	
Pre-Bid Meeting Address	Executive Engineer KEDGAON Division, 33/11 KV Kedgaon Substation Premises , Near Toll Naka, A/p Dapodi, Tal-Daund, Dist- Pin: 412203	
Bid Opening Address	Executive Engineer KEDGAON Division, 33/11 KV Kedgaon Substation Premises , Near Toll Naka, A/p Dapodi, Tal-Daund, Dist- Pin: 412203	
Version No	1	
Call for Deviation	NO	
Is Annexure C1 Applicable	NA	
Is Manufacturer Applicable	NO	
Is Trader Applicable	NO	
Minimum % of Offered Quantity	NA	

Is Power Supplier Applicable	NO
Tender Sale Start Date	27-07-2023 13:05
Tender Sale End Date	04-08-2023 17:00
Bid Start Date	27-07-2023 13:10
Bid End Date	04-08-2023 23:55
Pre-Bid Meeting Date	31-07-2023 11:00
Techno-Commercial Bid opening on	07-08-2023 11:00
Price Bid opening on	08-08-2023 11:00
Annexure C1 Opening Date	NA
Winner Selection Date	09-08-2023 11:00
Can Bidder Opt EMD Exemption	N



**Maharashtra State Electricity Distribution Co. Ltd.**  
**(A Govt. of Maharashtra Undertaking)**  
**CIN: U40109MH2005SGC153645**

Mob no7875768190

E- Mail: [eedkedgaon@gmail.com](mailto:eedkedgaon@gmail.com)

Website: [www.mahadiscom.in](http://www.mahadiscom.in)

**Office of Executive Engineer,**

33/11 KV Kedgaon Substation Premises

Near Toll Naka, A/p Dapodi, Tal-Daund,

Dist- Pin: 412203.

<b>Tender No</b>	<b>: - EE/KED/T-12/2023-24</b>
<b>TENDER FOR</b>	<b>:- Contract for</b> Providing services for Cleaning & Sweeping work , upkeeping of office premise at Division & Subdivision offices under Kedgaon Division .
<b>Estimated cost</b>	<b>: Rs.10.00 Lakh</b> (Rs Ten Lakh only )
<b>Amount of E.M.D.</b>	<b>:1% of Estimated cost. (To be submitted to the office on or before last date of submission of bid during working hours only.)</b>
<b>Amount of E.M.D.</b>	<b>: 1% of Estimated cost.</b>
<b>Time limit for work involved</b>	<b>: 12 Months</b>
<b>Period of Sale of tender &amp; time</b>	<b>: From 27.07.2023 to 04.08.2023</b>
<b>Last Date of submission</b>	<b>: 04.08.2023 up to 23.55 Hrs.</b>
<b>Date of opening Technical bid</b>	<b>: 07.08.2023 @11.00 Hrs. (if possible)</b>
<b>Date of opening Commercial bid</b>	<b>: 08.08.2023 @11.00 Hrs. (if possible)</b>
<b>Cost of Tender document</b>	<b>:Rs.1000+GST</b>



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**Office of Executive Engineer,**

33/11 KV Kedgaon Substation Premises

Near Toll Naka, A/p Dapodi, Tal-Daund,

Dist- Pin: 412203

To,

Dear Bidder,

Please quote the lowest & fair rates for “**Contract for** Providing services for Cleaning & Sweeping work upkeeping of office premise at Division & Subdivision offices under Kedgaon Division in the Annexure “C” attached herewith. Tenders in any other form or on the letter heads will not be acceptable.

#### INDEX OF TENDER DOCUMENTS

- |                                    |           |
|------------------------------------|-----------|
| 1) Tender Notice & Tender details  | : Sec I   |
| 2) Special Instructions to Bidders | : Sec II  |
| 3) General Instructions to Bidders | : Sec III |
| Experience & Financial criteria    |           |
| 4) General Terms & Conditions      | : Sec IV  |
| 5) Sample Forms A,B,C D. :         | : Sec V   |
| 6) Price Bid                       |           |

**EXECUTIVE ENGINEER**  
**KEDGAON DIVISION**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD. KEDGAON DIVISION****Tender Details**

Sr. No	Tender No	Name of work	Approx. Estimated cost
1	EE/KED/12/2023-24	<b>Contract for</b> Providing services for Cleaning & Sweeping work, upkeeping of office premise at Division & Subdivision offices under Kedgaon Division	<b>Rs. 10 Lakh</b>

**Note**

Work to be done at Division Office, Filter,MTU & Kedgaon Daund ,Shirur,Shikrapur sdn office.

**E.M.D:-** 1% of estimated cost.



## ई निविदा सुचना

केडगाव विभागातील पुढील कामासाठी नामांकित नोंदणीकृत अनुभवी ठेकेदार यांचे कडून ई निविदा मागविण्यात येत आहेत .

निविदा क्र	कामाचे नाव	निविदा रककम
टि -१२/२०२३-२४	केडगाव विभाग तसेच सर्व उपविभागीय कार्यालये साफसफाई व तत्सम कामे करणे	रु.१०.० लाख

कोरी निविदा संच महावितरणचे संकेत स्थळावर दि.२७.०७.२३ ते ०४.०८.२३ पर्यंत डाऊनलोड करण्यासाठी उपलब्ध राहील . सदर निविदा शुल्क ऑनलाईन पद्धतीनेच भरणे आवश्यक आहे . कोणतेही कारण न देता कोणतीही अथवा सर्व निविदा नाकारण्याचा अधिकार निम्नस्वाक्षरी काराने स्वतः कडे राखुन ठेवला आहे . अधिक माहिती साठी व वेळोवेळी होणाऱ्या बदलांसाठी कंपनीचे संकेत स्थळ नियमित पहावे

॥ <https://etender.mahadiscom.in/eatApp/> . फोन ७८७५७६८१४७

पीआरओ ७. PRO/BMTZ/074/2023-24

कार्यकारी अभियंता ७. केडगाव विभाग

## Sec II

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD. KEDGAON DIVISION****SPECIAL INSTRUCTION TO BIDDERS**

- A. Your offer should be submitted in two bid formats on internet.
- B. GOODS & SERVICE TAX: -**  
Bidder should give Goods & Service Tax (GST) registration number.
- C. You should have to pay Tender Booklet cost (non-refundable) of **Rs 1180/ (Including GST@ 18%)** online only. Scan copies of MSEDCL's cash receipts or B.G against EMD should be up loaded on web site & the original DD /or B.G. should be submitted to the office before opening of Technical Bid. Otherwise proposal will be treated as irresponsive
- D. DD should be drawn in favour of **"MSEDCLtd"**.
- E. MSME & SSI certificate will not be considered as an option for EMD amount. Bidder has to pay EMD amount in the form of DD/BG/Online/Cash mode only.
- F. Technical bid should contain only documents mentioned in Tender.
- G.** After receipt of full documents /certificate as required in Technical bid then only Commercial Bid will be opened. Tenders will not be accepted without payment of E.M.D. For any further qualifying conditions & information regarding tender the bidder may contact to the undersigned before opening of tender. **Undersigned reserves right to reject any or all the bids without assigning any reason thereof.**
- H. For any queries please contact Executive Engineer KEDGAON Division, 33/11 KV Kedgaon Substation Premises , Near Toll Naka, A/p Dapodi, Tal-Daund, Dist- Pin: 412203, Email- [eekedgaon@gmail.com](mailto:eekedgaon@gmail.com)
- I. Bid only in electronic format will be accepted. No hard copy of bid will be accepted.
- J. While up loading commercial bid on our web site Technical bid & Commercial bid should be up loaded separately. In commercial bid only price bid pages duly filled, signed & stamped should be up loaded.
- K. It is not necessary to upload all tender booklet on web site.

**Sec III****MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD. KEDGAON DIVISION  
ANNEXURE 'B'****General INSTRUCTIONS TO BIDDER & Qualifying criteria****A) General INSTRUCTIONS**

- 1) The estimated cost of this contract is as shown in annexure "A". The tender must be accompanied by EMD. No other mode of payment will be considered. The Bidder should apply for refund of E.M.D. paid by him immediately after expiry of 90 days period from the date of opening of tenders, failing which E.M.D. paid by him is likely to be forfeited. Same is also possible in following cases.
  - a) If the Bidder fails to pay **security deposit of 10 %** of the contract value.
  - b) If the tender offer is withdrawn before the Bidder received formal intimation as to the decision taken in regard to this tender.
  - c) If the successful tender refused to sign and complete the contract documents and agreement and further execute the contract.
- 2) The tender shall be valid for a period **of 90 days** from the date of opening. MSEDCL reserves the right to forfeit the EMD money in case the tender is withdrawn by the Bidder after opening but before the expiry of 90 days prescribed validity period or in the event of refusal to accept the order for work or if he refuses to pay prescribed Security Deposit as per Clause '3'.
- 3) Performance Security:  
The successful tender will have to **deposit 10 % of the** contract value as Security Deposit by Demand Draft or in form of B.G. within stipulated time from the date acceptance of the tender. The same will be refunded after successful execution of work. Failure to pay the security deposit would result into the forfeiture of earnest money deposit.
- 4) Agreement :  
After payment of security deposit you will have to execute written agreement on **Stamp Paper of Rs. 500/-** with M.S.E.D.C. Ltd in the prescribed standard form as per MSEDCL's Rule for acceptance of work order. The required stamp fee for completing the agreement shall have to borne by the contractor.
- 5) While submitting the tender, the schedule should be strictly in the form given in the tender only.
- 6) The Bidder is requested to go through the tender documents carefully and if he has any doubt of the meaning of any of the clause of the specifications of schedules, he should seek clarification in writing from the Executive Engineer, MSEDCL, Ltd. KEDGAON division before submitting the tender duly filled in.
- 7) The Bidder should also be deemed to have acquainted himself with the site conditions which he has to come across while executing the works. No extra payment or charges will be admissible on any grounds.
- 8) While submitting the tender, all details must be clearly filled in and the rate should be quoted in enclosed proforma of rates in figures as well as in words. Scratching and correction, if any, should be attested.
- 9) The competent authority does not bind himself to accept the lowest rates & also reserve the right to accept or reject any or all tenders without assigning any reason whatsoever.**
- 10) The tender which does not fulfill any of the above condition and is incomplete in any respect is liable to be summarily rejected.



- 11) Any conditional rates will not be accepted.
- 12) Your offer should be submitted in two bid formats only.
- 13) Without payment of Tender Booklet cost your offer will not be considered.
- 14) The rates to be quoted in schedule "C" should be exclusive of GST.**
- 15) Bidder shall submit separate bid for each lot for which he wish to bid. For all bid bidder has to submit each offer separately with all relevant documents, bid document fee, EMD etc.

**B) Qualifying criteria (Experience & Financial criteria )****The contractor has to submit the following documents in Technical bid**

- 1) GST registration certificate & PAN card.
- 2) Scan copies of DD / B.G./Cash receipt of EMD.
- 3) Last 3 AY Income Tax return and last month GST Return
- 4) Previous experience of Similar type of work to any offices of **MSEDCL** equivalent to the 50% of tender value during last three financial years ie 2020-21,2021-22 & 2022-23 altogether. Work completion Certificate duly certified by the authority not below the Rank of Executive Engineer is required.
- 5) Valid Firm registration/Shop act certificate.

**Commercial bid** should contain your rates only.

**After receipt of full documents / certificates as required in Technical bid then only Commercial bid will be considered & will be opened.**

## SEC IV

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
KEDGAON DIVISION**

**“ANNEXURE – D”**

**General Terms & Conditions**

1. Conditional tenders will be rejected out rightly & earnest money is likely to be for forfeited.
2. The interpretation of the undersigned on any matter or decision on any disputable points will be final and binding on the contractor.
3. Bidders should **sign “Sample Form D”** token of having read & accepted the all tender conditions. They should also fill in all details as asked in tender & should be submitted while tendering.
4. The tender documents are not transferable.
5. Other terms & conditions if any will be incorporated in the detailed order at the time of order.
6. The contractor will have to execute the works as per directive given by Executive Engineer Kedgaon Division or concern SDO's
7. The MSEDCL reserves the right to add/omit any term/terms found necessary for the work or to cancel the full order without assigning any reason.
8. **Right to accept or reject the bid :**
  - i. The employer reserves the right to accept or reject any or all bids and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or bidders or any obligation to inform the affected bidders or bidders on the grounds for the employers action.
  - ii. The employer does not bind himself to accept the lowest or any bid, neither will any reason be assigned for the rejection.
  - iii. The employer reserves the right to split up the order, if in its opinion felt necessary in the interest of the MSEDCL.
9. **Period of Contract**  
The contract period is of **12 Months**. However the same shall be Reviewed after 1 month and it will be optional for MSEDCL to terminate the contract in case of unsatisfactory service by the Agency.
10. **Legal :**
  - i. Agency will indemnify MSEDCL. against any liability or damages by way of compensation arising from any accident to person or property of persons in the Agency employment.
  - ii. Agency shall indemnify MSEDCL., against any liability or damages by way of compensation arising from any accident to person related to or unrelated to agency or MSEDCL.,
  - iii. Agency shall bear the entire responsibility and risk relating to coverage of work force under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Contract Labour Act 1970, etc. and day other relevant regulations, as the case may be.

- iv. Agency shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encasement, etc. as per statutory provisions.
- v. Necessary payment and liabilities shall be the responsibility of Agency irrespective of payment received from M.S.E.D.C.L., or otherwise.
- vi. All taxes and dues payable to government and or local authorities in respect of this work shall be the responsibility of Agency and the Agency will have to indemnify M.S.E.D.C.L., against liabilities on account of such levies or taxes.
- vii. In the event, Agency is not in a position to complete the contract or any part of contract for any reason whatsoever, M.S.E.D.C.L., will make ultimate arrangement to complete the work at the cost, risk and responsibility of **Agency,**

#### 11. Rate :

The rate should cover all statutory non-statutory levies, taxes, etc. In case any taxes and levies are required to be paid directly by MSEDCL., the same will be debited from Agency bill for making necessary payment by MSEDCL.,

**The rates are to be mentioned in format Schedule "C" only.**

#### 12. Taxes:-

GST will be given as per Govt rules.

#### 13. Guarantee :

All services to be provided are to be guaranteed for correctness and conductance as per acceptable norms and in the event of any failure on the part of Agency, MSEDCL., will be entitled to terminate the contract at risk and cost of Agency. Further necessary legal course of action, as deemed fit, will be taken for recovery of MSEDCL., dues.

#### 14. Special condition :

- i. The changes required by MSEDCL., during the contractual period will have to be implemented by the Agency free of cost.
- ii. The contractor shall provide additional employee, as per our requirement, at any time, on the same terms and conditions of the contract where this Office has a requirement.

#### 15. Termination of contract: -

The contract can be terminated at any time if the theft / loss of materials/damages is detected/reported by the operating Officer. Similarly if the work/ conduct report of contractor is found adverse and if any of contract conditions is violated by the contractor, the contract can be terminated at any moment and fresh contract shall be placed at the risk and cost of the contractor.

#### 16. Jurisdiction: -

The disputes / differences arising out of this contract shall be subjected to the jurisdiction of **Baramati Court.**

#### 17. Accident :-

- i) The contractor shall be solely responsible for safety of their persons. No any compensation will be paid by Company in case of any fatal/nonfatal, electrical/mechanical accident. The contractor shall also be solely responsible for equipment, material in the vehicle.

- ii) In case any accident/mal operation of any nature occurs during work, detail report about the same shall be given immediately to the Engineer incharge.

**18. Insurance :-**

The contractor shall undertake the insurance of all his persons during the entire period of contract or extended period of the same if necessary.

**19. Responsibility of any loss of or damage to Company's property:-**

The contractor should take all precautions to ensure that no damage is caused to any equipment of the Company due to any action of his persons. He shall be solely responsible for cost and consequence for damage to any equipment and shall make good any pay for the loss sustained by the Company.

**20. Observance of statutory rules:-**

All the statutory provisions of various acts and rules of the central and state Governments will be applicable to this contract e.g. minimum wages act 1948, child Labour act and regulation employees Liability Act 1938. Workmen compensation Act 1923, L.D. Act 1947 Indian Factories Act 1948, Acts of Income Tax, Service Tax, Works contract Tax etc, and any other acts in force and as amended from time to time. The contractor/ society of apprentices will comply with the provisions of all the above acts, rules and regulations and will be solely responsible for the observance of the provisions in the above acts/ rules and regulations.

**21. Stationery / postage:-**

The printed stationery such as log sheets, printed registered etc, will be supplied by the Company.

**Penalty :-**

If you fail to execute the work within time limit then penalty equal to ½ % of order value per delayed week will be levied but maximum up to 10%

**22. Security deposit :-**

The material supplied by you, are free from all defects in material / workmanship. If any defect is observed that should be rectified at your own cost on reporting to you within guarantee period as above.

- a. The contract performance Security is intended to secure the performance of entire contract.
- b. The performance Security should cover **one years period from the date of completion of last work**. The Security deposit will be returned to after receipt of **'No objection certificate'** from concern **officer as per funds availability**.
- c. Failure to pay the security deposit would result into the forfeiture of earnest money deposit.

23. The persons sponsored by the Agency shall maintain good moral character and decent behavior with all concerned and consumers.

**24. ADDENDUM / CORRIGENDUM**

- i. Addendum / corrigendum to the tender document may be issued prior to the date of opening of the tenders to clarify documents or to reflect modifications in the contract terms.
- ii. The Addendum / corrigendum if necessary will be issued in triplicate to each person or organization to whom a set of tender documents has been issued.

- Each recipient will retain one copy of each addendum / corrigendum and submit two copies along with this tender. All Addendum /Corrigendum issued shall become part of tender documents. All the works under this tender would be subject to M. S. E.D.C's General Conditions of contract for work as stipulated in the booklet.
25. **Dispute:** - If any dispute arises the decision of the undersigned will be final and binding on you.
  26. Rates to be quoted should be in figures as well as in words also.
  27. Standard terms and conditions of works contract of M.S.E.D.C will be applicable for this contract.
  28. It will be presumed that the bidder has gone through all the terms and conditions and understood it fully. In case if there are some doubts, the same should be got clarified by this office during the office hours on any working day before submission of the bid.
  29. The contract or part there of shall not be sublet.
  30. Your rates should be valid up to the completion of order to full amount.
  31. If the contract is awarded income tax & work tax (plus surcharge applicable) will be recovered as per rule from the contractor's R.A. bill.
  32. In case of failure in execution of any of the work order, the same will be got done through other agencies even at higher rates and the difference in amount shall be recovered from your bills or any other means available.
  33. **Process to be Confidential**  
Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Employer's processing of bids or award decisions shall result in the rejection of his bid.
  34. **Clarification of Bids.**  
To assist in the examination, evaluation and comparison of bids the Employer may, at his discretion, ask any bidder for clarification of his bid, including breakdown of the prices in the Activity Schedules. The request for clarification and the response shall be in writing or by cable, but no change in price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids.
  35. **Payment**
    - i. Payment will be made as per availability of funds from corporate office.
    - ii. Payment will be made by account payee cheque only.
  36. **Bills submission:** - The bill for the works should be submitted in triplicate duly recorded & certified by concern incharge along with the documents as follows.
    1. Service Entry Sheet (SES) with concerned MSEDCL officers.
    2. SES should be effected with release code S1 & S2.
    3. Bill/Bills shall be submitted within 2 Months of Completion of work. This office will not be Responsible for complication/Delay due to late submission of Bills.

The contractor/agency/firm shall obtain the Insurance policy (CAR/TCE/EAR insurance) in respect of contract works awarded by MSEDCL as principle & Workmen's compensation insurance in respect of workmen deployed to complete the contract work from the insurance company approved by Director of Insurance, Govt. of Maharashtra. Otherwise 1% amount of the contract value shall be recovered from the contractor & will be deposited with Director of Insurance, Govt. of Maharashtra. as per Circular No IR/Ins/9623/13.04.2012

37. Rates **are exclusive of GST.**
38. T & P will not be provided by Company.
39. The total amount of Order is limited to **Rs. 06 Lakhs.**
40. The Order is valid up to 12 **months** or completion of Order amount whichever is earlier.
41. You will be responsible for any accident either fatal or non-fatal occurred to you or your Labours during the course of work the compensation arising due to these is to be borne by you at your rise cost & responsibility.
42. All Labour engage should be insure for life/disability before start of work necessary Shutdown should be obtained from concerned Engineer-in-charge & confirm that working Spot is dead electrically.
43. The work should be carried out as per the directives from E.E. or the Representative Depute by him.
44. The comprehensive insurance should be done for executing the order.
45. All liabilities as per Govt. rules prevailing during the course of time period of the contract will be the responsibility of the contractor.
46. Company shall not be responsible for liabilities such as accident, compensation, wages, accommodation & other facilities if any.
47. All other Terms & Conditions of Supply & works contracts as per Company G.O.II as amended from time to time will also be applicable this Order.
48. The undersigned reserves the right to terminate this Contract at any time or stage without assigning any reason thereof.
49. Any damages to the Company's property during the course of Execution of work will be recovered from you.

#### **Conditions of Delivery/ works :**

50. The contractor should have his own man power and T&P required for carrying out the assigned job. The workers employed for the job should be conversant with the work. In case of any accident his worker the total responsibility lies with the contractor.



51. In case of damage to the MSEDCL's material then appropriate cost of the same will be recovered from the contractor.
52. All the works shall be carried out as per the specification and as General method approved and adopted by the MSEDCL, all MSEDCL General rules will be binding on you please note.
53. The work shall be carried as and when allotted by the concerned division. The completion period of ascertained work will be decided by the concerned Executive Engineer.
54. If any defects observed during the inspection the same is required to be rectified by the contractor at his own cost.
55. If it is found that quality of works as well as performance is unsatisfactory, the contract is liable for termination without giving any notice. The security deposit paid in cash shall be forfeited. The entire work under this contract would be subject to general conditions of contract for work and terms and condition of contract stipulated therein would be binding on contractor.
56. You will be totally responsible for the safety of your persons while working and Company will not be responsible for any damage to your vehicle, material/manpower etc.
57. No accommodation will be provided to you or to your persons by Company.
58. Any type of compensation/damage etc. to your labour or persons due to any accident etc. will have to be paid by you and Company will not be responsible for the same.

59. **SCOPE OF WORK**

60. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
61. Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM)
62. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
63. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
64. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the building.
65. f. Removal of beehives, store waste material and cobwebs/honey webs from the building and its premises.
66. Cleaning and sweeping of open area including balconies and roof tops with brooms.
67. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
68. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be



countersigned by the M.E.D.C.L. officer-in-charge at regular intervals and finally at the end of each month.

69. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by M.S.E.D.C.L.
70. . Cleaning & Grass cutting at store premises.
71. Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
72. Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
73. Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.  
Cleaning & moping of pantries and electrical rooms once in a day during office hours.

**74. SUPPLY OF MATERIAL AND CONSUMABLES:**

75. All materials/consumables other related items are to be provided by the Agency should have to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and procure them in advance and store them on fortnightly basis. The stores are to be replenished at least 5 days in advance.

1. The work should be carried out under supervision of Additional Executive Engineer./DyEE Concern
2. The work should be done on daily basis i.e. on office working days. approx 25 days /month.
3. The work should be finished before start of office working hours i.e..
4. Entire office should be covered in this daily activity.
5. It will be your sole responsibility to dispose waste generated (dust, papers etc.) properly without arising complaints of local bodies.
6. No broom or bucket or other items ,cleaning material ,chemical etc will be provided by for cleaning purpose by this office.
7. Neat cleaning & sweeping should be done.

Subletting of contract is not allowed.

**SAMPLE FORM - A**  
**BID SECURITY (EMD) BANK GUARANTEE**

**(To be executed on Rs.200/- judicial stamp paper purchased in the name of issuing Bank)**

WHEREAS, (Name of bidder) (herein called "the Bidder") has submitted his bid dated \_\_\_\_\_ for the Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ under \_\_\_\_\_ Sub-Division. (Hereinafter called "the Bid").

KNOW ALL MEN by these presents that We \_\_\_\_\_ (name of bank) having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto Maharashtra State Electricity Dist. Co. Ltd. Maharashtra State, India (hereinafter called "**the Employer**") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_ 2022.

THE CONDITIONS of this obligation are:

1. If the bidder withdraws his Bid during the period of bid validity specified in the Form of Bid
2. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of bid validity and
  - a. Fails or refuses to execute the Form of Agreement in accordance with the instructions to Bidders, if required; or
  - b. If the bidder does not accept the correction of his bid price pursuant to Clause 18, or
  - c. Fails or refuses to furnish the performance Security, in accordance with the instruction to Bidders.

We hereby agree un equivocally and unconditionally to pay at within 48 hours, to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 days after the deadline for bid validity as per clause of the tender or as the Employer may extend it, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF AUTHORISED SIGNATORY \_\_\_\_\_

Name and Designation:

Seal of Bank

Bank Address:

WITNESS:

(Signature) Name &amp; address:

**SAMPLE FORM - B****CONTRACT AGREEMENT****(To be executed on Rs. 500/- non-judicial stamp paper)**

This agreement made at .....on the date of .....between M.S.E.D.C.L & M/s .....herein called the contractor which expression shall unless excluded by or repugnant to the context include its successors or permitted to assigns of the part and the MAHARASTRA STATE DISTRIBUTION COMPANY LIMITED hereinafter called the "M.S.E.D.C.Ltd." which expression shall unless excluded by or repugnant the context include its successors and assign of the other part.

Whereas the M.S.E.D.C. Ltd, KEDGAON Division invited tenders according to the power held by him as per rules for works of ..... (work details) in accordance with the plants and specification annexed thereto and WHEREAS the said tender was accepted by the M.S.E.D.C. Ltd. under the work order No. .... Dtd ..... placed with the said Contractor on the terms and conditions specified in the tender aforesaid work letter of the M.S.E.D.C. Ltd. and on the conditions of the contract as specified in the tender and in the Booklet viz "Tender and Contract for Works" of the M.S.E.D.C. Ltd. attached with the tender.

Now this agreement witnesses and it is hereby agreed and declared as under:

- 1) In consideration of the value of the contract viz Rs..... only placed with contractor on the terms and condition specified in the contract, the contractor hereby convents with the M.S.E.D.C. Ltd. that he shall and will duly provide and execute the work and shall do and perform all other works and things in this contract in mentioned and described or which are implied there from or may reasonably be necessary for the completion of the said work within and at the same time and in the manner and subject to the terms, conditions and stipulations contained in this contract and the M.S.E.D.C. Ltd. shall pay to the contractor all the sums of money as and when they may becomes due and payable under the provisions of this contract.
- 2) The contractor shall undertake the works of construction of ..... (work detail) mentioned and described in the contract as per specifications and tender accepted vide Work Order No..... Dated .....and will complete the same in stipulated period in accordance with plans and specifications and conditions annexed.
- 3) The contractor shall complete the work as per the terms and conditions specified in the M.S.E.D.C. Ltd. Work Order No..... Dt ..... and terms and conditions specified in the Booklet viz. "Tender and Contract for Works" attached with the tender.
- 4) The contract shall indemnify the M.S.E.D.C. Ltd. for all claim for injury caused to any person whether workman or not while in upon the works or the site and the M.S.E.D.C. Ltd. shall not be bound to defend any claim brought under the Workman's Compensation Act and the Contractor shall be liable for all such claims.
- 5) The M.S.E.D.C. Ltd. aforesaid letter along with tender submitted by the contractor along with plans and specifications and contractor's acceptance and the Booklet viz. "Tender and Contract for Works" of the M.S.E.D.C. Ltd. shall be deemed to be

the part of this contract. The said papers as listed below are signed by ..... for any on behalf of the M.S.E.D.C. Ltd. for the purpose of identification and annexed herewith as Schedule.

1.....

2.....

3.....

IN WITNESS THEREOF the parties hereto have signed this agreement on the date respectively mentioned against their signature.

Signed & delivered by

Shri ..... Duly constituted attorney for.

**SAMPLE FORM - C****PERFORMANCE SECURITY (BANK GUARANTEE)**

**[1.To be executed on Rs.200 non-judicial stamp paper purchased in the name of issuing Bank.**

**2. This Guarantee shall be valid until the date of issue of the Completion Certificate.]**

**To**

The Executive Engineer,  
MSDCL, KEDGAON DIVISION.

WHEREAS M/s \_\_\_\_\_ (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ work, as defined in the bid document.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by Scheduled / Nationalized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of amount of guarantee) \_\_\_\_\_ (in words)

\_\_\_\_\_, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified herein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which maybe made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

**This guarantee shall be valid upto & including date \_\_\_\_\_ .**

SIGNATURE OF AUTHORISED SIGNATORY AND SEAL OF THE BANK:

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

IN WITNESS WHEREOF THE SURETY HAS EXECUTED THIS DEED IN PRESENCE OF  
WITNESS:

(Signature)

Name and Address:-

**SAMPLE FORM - D****Self-Declaration****(On Bidder's Letter head)**

I have under gone through all the contents of Tender form and agree with all the terms and conditions mentioned thereof.

Signature

Name &amp; designation

Date:

Name of Co.

Place:

Address

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD. KEDGAON DIVISION**  
**TENDER NO. EE/KED/T-12/2022-23**  
**Tender Amount Rs 10.00 Lakh**  
**SCHEDULE 'C'**

**Name of work:- Contract for** Providing services for Cleaning & Sweeping work , upkeeping of office premise at Division & Subdivision offices under Kedgaon Division.

Sr. No.	Particulars	Unit	Rates to be quoted by tenderer in Rs.	
			In Figure	In Words
1	Cleaning & sweeping charges at Division Office & Filter Unit, MTU .	Per Day		
2	Cleaning & sweeping charges at Subdivision Office.	Per Day		
3	Providing Water Jar 20 lit.	Per no		
4	Up keeping of office premise	Per Day		

- 1) Above rates are inclusive of all taxes **except GST** .
- 2) By submitting this bid I/we have entered into a certain commitment with M.S.E.D.C.Ltd and I/we shall trust and fulfill all terms and conditions of this tender specification.
- 3) Our offer shall be valid for a period of 90 days from the date of tender.
- 4) I/We have read all the tender documents & became fully conversant with Terms, Conditions, Specifications & site conditions.

I / We hereby offer to complete the above described works contained

**Place**

**Seal & Signature of Tenderer**

**Date**



## LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	Upkeep of office premises /	CIVIL_LABO R92	Days	9954	4		null

Required Documents (To be uploaded online)				
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Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	Price Bid	Price Section	Upkeep of office premises /	Price Bid
2	Technical Documents	Technical Section	Upkeep of office premises /	Technical Documents as per Tender Condition
3	Commercial Documents	Commercial Section		Commercial Documents as per Tender