

**MAHARASHTRA STATE ELECTRICITY  
TRANSMISSION CO.LTD(CIN  
No.U40109MH2005SGCI53646)**

**Office of the superintending Engineer**

EHV (O&M) Circle, Panvel Takka Colony, Panvel Dist – Raigad - 410 206.

**Contact No.** : 27459625 (O) , 27459624 (P)

**Email ID** : se7200@mahatransco.in

**SE/EHV/O&M/Circle/PNL/No.189**

**Date :30.01.2026**

**Sub:** E-enquiry for providing 01 No. of Skilled outsourced Driver for departmental truck at Hotline Unit Kharghar for period Three Months.

**Dear Sir,**

Sealed & superscribed item rate quotations are invited on Percentage Basis for providing 1 No. of Skilled outsourced Driver for departmental truck at Hotline Unit Kharghar for period of 3months on or before 06.02.2026 Up to 17:00 Hrs.on following terms and conditions: -

**TERMS AND CONDITIONS: -**

- a) Name, Permanent Address and Registration details of the agency and details of Officer nominated for participating in tendering process. [Agency's Profile at Glance]
- b) Current valid copy of Labour Contract License obtained from Labour Commissioner Office.
- c) Copy of valid Electrical License to be submitted.
- d) The Bidder should have a current valid PF & ESI Registration Certificates. Online ECR against payment of contribution towards PF and ESIC for last financial year to be submitted. The Bidder should take Group Insurance Cover for his Employees where ESI is not applicable. The undertaking of agency for submission of coverage of insurance of employed person as per
- e) The Bidder shall submit the details of Bank Account i.e., Bank Name, Bank address, Account Number etc.

**Statutory Documents to Establish Eligibility:** The agency shall specifically ensure compliance of various Laws / Acts, including following Laws / Acts, and their enactments / amendments / modifications, if any.

- a. The Employees' Provident Fund Act, 1952
- b. The Bombay Shops and Establishment Act, 1948
- c. The Contract Labour (Regulation and Abolition) Act, 1970 and Rules thereunder
- d. The Employees' State Insurance Act, 1948
- e. Any other relevant Act / Rules in force
- f) I.T. Returns for last three Financial Years along with audited P&L and Balance Sheet duly certified by CA (with UDIN Number).
- g) The Bidder shall submit the following registration details of Regulatory Authority / Departments/ Declarations in Original Scanned Copies:
  - (i) Current valid copy of registration under Shops and Establishment Act.
  - (ii) Current valid copy of GST Registration (as applicable)
  - (iii) Professional Tax Certificate
  - (iv) Current valid copy of PAN / TAN Card as the case may be.

- h) **Experience:** The Bidder should have a minimum of **Two (02) Years of Experience** in **providing Manpower on Outsourced basis (Experience Certificate with copies of Work Orders shall be provided).**
- i) **Affidavit on Rs.500/- Non-Judicial stamp paper of Govt. of Maharashtra as per Annexure - A of the Circular No. 44 (887) dtd.31.01.2025. Its original copy to be submitted to the respective office within 3 working days after last day of Bid submission.**

**And price bid as per Schedule 'A' of Enquiry document.**

2.Quotations with incomplete details or not submitted within due date etc. are liable to reject.

3.This office reserves all the rights to reject any or all quotations without assigning any reason thereof.

**3.SCOPE OF WORK:**

**A) For Driver:**

1. The Driver should have valid copy of Driving License with adequate (5 Years) experience. He shall be honest and hardworking nature.

2. Driver will have to carry out duty as per instructions of the Officer in-charge.(From 8:00 am to 18:00 pm).

3.The driver should have polite behavior. He should be on duty with neat and clean clothes.

4.He should be obedient and should be free from any kind of bad habits.

5.The driver should know the local language Marathi/ Hindi. He should be able to write all the entries of vehicle movements in diary.

6.The driver has to drive the vehicle as per the instruction of the field officer/ In charge of vehicle. In case the halt occurs, the driver should arrange his own kit and the company will not pay extra amount on this account.

**4. Contractors Liability:**

The contractor shall employ and provide only Skilled labour as a driver as per Maharashtra Government Notification dated 18<sup>th</sup> December 2010 to the payment of Wages Act and the Minimum Wages Act, the contractor shall pay the wages to his employees either by account payee cheque or by crediting the wages in his bank account before the seventh of every calendar month.

The contractor shall issue every month the pay-slip to the Outsource Persons mentioning his Basic Pay, Special Allowance, House Rent Allowance, details of leaves and deductions in respect of provident fund, ESI contribution, professional tax, etc.

In the month of October every year, the contractor shall deposit the bonus applicable as per the Bonus Act for the work carried out by the Outsource Persons during the previous year. The contractor shall submit a list of Outsource Persons and receipt of bonus payments to the Superintending Engineer, EHV O&M Circle, Panvel.

If the contract is for period lesser than a year or terminating before the month of October, the bonus shall be paid before the termination of contract.

The contractor shall not employ child labour as per child labour Act 1986.

The contractor shall maintain record of the Outsource Persons their wages and P.F. as applicable, deducted from their wages and deposited.

The contractor are required to submit the copies of the paid PF, ESIC challans and the list giving out the payment details of the payees for the specific month along with the invoices for the following month. The PF no., ESI registration no. of each employee should be intimated or mentioned on pay slip/pay invoice of each month.

h) The Contractor will pay the DA/Special allowance as applicable and declared by the government from time to time.

**5.Security Deposit:-**You will have to pay Security Deposit of 5% of the work order value within 7 days from the date of issue of this LOA in the form of Cash/BG/D.D. of any Nationalized/scheduled Bank at the office of The Superintending Engineer EHV O&M Circle, Panvel, valid for one year or Bank Guarantee in the prescribed format in favor of The Superintending Engineer EHV O&M Circle, Panvel valid for one year.

**6.Agreement:-**You will have to submit agreement for work contract on bond paper of **Rs. 500/-** within 7 days from the date of issue of work order.

## **7. Penalty:**

- a. **Performance of work:** If it is found that performance of work is unsatisfactory, or not as per norms of MSETCL, the contract is liable for termination at any stage of work without giving any prior notice and at contractor's entire risk & cost. The security deposit paid by you shall be forfeited in that case.
- b. **Delay in execution of work:** If the contractor fails to complete the work within stipulated Time, penalty @ 1% per week, maximum to 10% of order amount shall be levied on contract value. If the work is not carried out in the stipulated period, the works will be got done departmentally or through any other agency at your risk and cost even at higher rates, in addition to the penalty that shall be chargeable as mentioned above.
- c. **Penalty for partly completion of work:** In case the contractor fail to complete the work entrusted, partly or fully, the balance work will be carried out through other agency and difference in cost will be recovered from contractor's invoice and S.D. & the over & above balance shall be recovered from contractor or else penalty will be charged, maximum up to 10 % of order value whichever is higher.

## **8. Payment of Invoice:**

Invoice in triplicate accompanied by the attendance should be submitted in the first week of the succeeding month to the Office of superintending Engineer along with following

- i. Copy of Muster-cum-Wage Register
- ii. salary slip
- iii. PF Challan along with the ECR for the Outsource Persons deployed in the previous month,
- iv. Challan of ESIC, wherever applicable, for the Outsource Persons deployed.
- v. Certificate to that effect that the wages are paid to the employees as per prevailing acts and provisions of Minimum Wages Act.
- vi. Bank statement of wage remission in the bank accounts of the engaged labour .

The contractors shall indemnify the MSETCL every month against any payment made to the Statutory Authorities for the observance of regulations for the time of contract in force.

**9.Taxes and Duties:** The price should be inclusive of all taxes & duties. Taxes will be applicable as per prevailing rate. Statutory deduction shall be made as per applicable.

**10.** The contractor will be solely responsible for any accidents either fatal or non- fatal occurred to your persons during the course of work, the compensation arising due to this is to be borne by you.

**11.** The contractor is solely responsible for compliance of statutory obligation under shop and establishment act.

**12.** All legal disputes are subject to the jurisdiction of Raigad Dist.court.

**13.** The undersigned reserves the right to terminate this contract at any time or stages without assigning any reason. Quantities stated in schedule 'A' may change according to necessity.

- 14 .The contract labour should be vigilant, alert and respectful during the contractual period. They should have Good moral reputation and should be free from bad habits like alcoholics, thefts etc.
15. You shall be liable to fulfill all the Conditions/ Provisions ESI, PF, Minimum wages Act. This office not responsible for any short comings and liabilities out of provision of this Act. Any damage, compensation dispute, arising out of this contract will be at your cost/ risk.
16. No residential or other facilities will be provided by M.S.E.T.C.L.
17. In case of any dispute, the decision of Superintending Engineer, EHV O&M Circle, Panvel is final and binding on you.
18. In case of difference of opinion, misinterpretation of any of the condition of the contract. In connection with or arising out of the condition or during the work period, the decision of the undersigned is final and binding on you.

Thanking you,

-----sd-----  
**Superintending Engineer,  
EHV O&M Circle, Panvel**

**Copy to:**

1. The Manager (F&A) EHV O&M Circle, Panvel

**Schedule 'A'**

**Sub:** Providing 01 No.of Skilled outsourced Driver for departmental truck at Hotline Unit Kharghar for period of 3 months.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate (As per current DA circular)</b>	<b>Amount</b>
1	Providing skilled Driver	Month	3	26607.10	79821.3
2	Outstation Allowances for Driver	Month	3	3000	9000
3	Washing Allowances for Driver	Month	3	2000	6000
4	Conveyance Allowances for Driver	Month	3	3000	9000
5	Overtime charges for driver	Per Hr	225	60.00	13500
<b>Sub Total</b>					<b>117321.30</b>
<b>GST@18%</b>					<b>21117.83</b>
<b>Grand Total</b>					<b>138439.13</b>

**The estimated cost is Rs. One Lakh Thirty Eight Thousand Four Hundred Thirty Nine Only .**

**The Bidders have to quote Above/Below/At Par in % in respect of above estimated cost**

- 1.-----% Below (In words-----) of the above total estimated cost.
- 2.At Par (In words-----) of the above total estimated cost.
- 3.-----% Above (In words-----) of the above total estimated cost.

Dated Signature of Contractor with seal

Name-----

Address-----

-----sd-----

**Superintending Engineer,  
EHV O&M Circle, Panvel**

**ANNEXURE – A**

(Affidavit on Rs.500/- (Rs. Five Hundred Only) Non-Judicial Stamp Paper of Govt. of Maharashtra)

**Undertaking**

**Liable for penal action under IPC**

-----I,----- age-----address-----  
----- authorized signatory of M/s.-----  
- -----solemnly declare that:

I am submitting the bid against the tender No.-----& I offer to execute:

- 1) The work in accordance with all the terms, conditions & provisions of the bid. oft form (self- documents & third party documents) are genuine, authentic, true & valid.
- 2) I am obliged to present the original documents/ certificates for verification, whenever call for, by any authority of MSETCL.
- 3) Further, all information furnished by me in respect of fulfilling of eligibility criteria & qualification information of this tender is complete, correct & true to the best of my knowledge and belief and nothing has been concealed therein.
- 4) If any information or document submitted is found to be false/ incorrect/ misleading/ misrepresenting at any time, MSETCL may reject my bid & take action as deemed fit may be taken against me including termination of the contract, forfeiture of all dues including Earnest Money/ Security Deposit & debarring/ blacklisting of my firm.

Yours faithfully,

Place: Date:

(Authorized Signatory)  
Name, Signature & Seal/ Stamp of the bidd