

“SRM-E-ENQUIRY No.III /2017-18 LETTER”

To,

All registered vendors

Sub:- SRM -E-Enquiry for the Work of Providing Skilled/Unskilled manpower as
Dy.Manager(HR)/UDC (F&A)/LDC (HR)/Steno Typist, & Peon against vacant
Non Technical Staff at under EHV O&M Div.Dhule. **(RFX No- 7000007700)**

Dear Sir,

Online bids are invited in **Two bid system** for providing services of outsource persons against the sanction outsourcing post/vacant posts at EHV O&M Div.Dhule.

Please Note the following:-

1	RFX Number	7000007700
2	Online Downloading the RFX	16.02.2018, 19:00 Hrs to 02.03.2018, 23:59 Hrs.
3	Online Submission of the RFX	On or Before Dt.02.03.2018 up to 23:59 Hrs.
4	Online Opening of the Techno Commercial RFX	03.03.2018 at 13:00 Hrs.(if Possible)
5	Online opening of the price bid RFX	05.03.2018 at 13:00 Hrs.
6	Estimated Cost	Rs-1,66,406/- including all taxes & charges.
7	EMD amount	Rs. 5000/-
8	Tender Fees	Rs.100/- + GST Extra
9	Contact Person	Executive Engineer, EHV(O&M) Division, Dhule, Mob-7768000501

Terms & Conditions:

- Two bid system should be followed for submitting the offer. Uploading of required document shall be done on MSETCL's SRM E-Tender website <http://srmetender.mahatransco.in>. All eligible supplier/contractors are mandated to get enrolled on SRM E tender (new) portal of MSETCL The RFX. complete in all respect should be submitted between the period from Dt. 16.02.2018, 19:00 Hrs to 02.03.2018, 23:59 Hrs positively.

A. **Techno-commercial bid:** This should contain following documents, certificates (all self attested copies) as a proof of qualifying pre-requisites, brochures, attested certificates etc.

1	Full name of quotation submitting firm & full address of the same.
2	Contractors name, permanent address & Address Proof.
3	Valid Labour License.
4	Valid Electrical contractor license.
5	Valid ESI code no. / Group insurance as applicable.
6	PF code no.
7	PT no.
8	Valid shop act & establishment registration/grampanchayat NOC as applicable.
9	Full name of quotation submitting firm, Bank name, bank address, bank account details, PAN No. Should be submitted.
10	Experience of providing manpower for Non Technical outsourcing work.

Failing to submission of above said documents will lead to reject the offer

If validity of any license / certificate expires during order period, you will have to renew the same and submit the copy to this office. Payment will be effected for valid period only.

- B. Price bid:** Bidder should upload the digitally signed price bid under commercial bid online.
- Techno - commercial bid will be opened online for all received bids. After verifying the set of documents / certificates submitted in Techno - commercial bid for prequalification as mentioned above, if it is found that, the bidder fulfills the desired prerequisites; the price bid will be opened online.
If the same is not found to be meeting the prerequisites, the Price bid shall not be opened.
 - This office reserves all the rights to reject any or all bids without assigning any reasons thereof.**
 - The offer shall be valid up to 120 days from the date of opening of the quotation/bid**

2) Qualification & Requirement:-

- Skilled/Unskilled manpower working as Skilled/Unskilled Labour against Vacant Post Dy.Manager(HR), UDC (F&A), LDC (HR), Steno Typist, & Peon Services.
For Dy.Manager(HR): M.B.A. in H.R.,
UDC (F&A): M. Commerce
LDC (HR): B.Arts/Commerce/Science
Steno Typist: B.Arts/Commerce/Science with Marathi & English typist certificate (English-40 and Marathi-30)
Peon: 10th Pass
 - The person with lower qualification will not be permitted to work at Division office.
- Place of work** – Executive Engineer EHV (O&M) Division, Dhule.
 - “The estimated rates given by this office are inclusive of taxes. However, the bidder should quote rates exclusive of all Taxes. The taxes should be quoted separately.”**
 - Security Deposit: You have to pay, Security Deposit @ of 5% of the total value of the order in Cash/ by D.D./ B.G in nationalized or scheduled bank within 07 days after acceptance of this order. Also, you will have to apply for refund of SD within 6 months after completion of guarantee period. If you fail to apply within stipulated period, the action as per company’s rules will taken.
 - The contract labour should have clear antecedent & should not have involved in any Criminal Case Act.
 - The contract labour should be vigilant, alert & respectful and presentable during the contractual period. They should have good moral reputation and should be free from bad habits like alcoholics, tobacco, thefts, etc.
 - The M.S.E.T.C.L. will not give any kind of leave, training and advance to contract labour.**
 - The contract does not confirm any right of employment in M.S.E.T.C. L. services.**
 - The contractor has to provide competent substitute in case of absentee of non technical staff as mention above. If you failed to arrange for the substitute penalty clause is applicable.
 - The contractors will have to bear GST applicable from time to time by the Government.**
 - The contractor will have to make payment to the contract labour as per minimum wages act 1948 amended up to date, only through fund transfer to individual’s bank account. The proof of the same should be submitted to this office while submission of the bill.**
 - The contractor will have to generate pay slip for their respective outsource personnel. Copy of that should be submitted at Division office.**
 - M.S.E.T.C.L. will not be responsible for any loss/injury to labour.
 - This office will not be responsible for any shortcoming and liabilities out of provision of any statutory Acts. Any damages, compensation, dispute arising out of his contract will be at your cost/ risk.

- 16) All the risks and liability for providing contract labour observing all legal formalities shall be to contractor's account and he will have to comply all the formalities and get the valid license including labour license permission and pay the statutory charges/taxes as required at contractors cost and risk only. **The company will pay only rate accepted per labour/per day rate for Skill and unskill employee. Here we consider still date applicable liabilities as per minimum wages including rate of special allowance for the period 01.01.2018 to 30.06.2018.**
- 17) The contractor will have to submit the copies of the paid PF, ESIC challans and the list giving out the payment details of the payees for the month along with the bills. You have to also submit list mentioning the receipts of the pay slips duly signed by the respective outsource personnel.
- 18) The contract labour should know safety practices, which have to be followed while working in the work premises.
- 19) In case of any dispute regarding execution of work or interpretation of order or any other conflicting instructions or any difference of opinion or any ambiguity on any point the decision of the Executive Engineer, EHV(O&M) Division, Dhule will be the final & binding on all concerned.
- 20) The Executive Engineer, EHV(O&M) Division, Dhule reserves the right to terminate / reduce the quantity of labour in this order without giving any reason at any time during the period of contract by giving 7 days notice.
- 21) **After finalization of work order, the qualified contractor have to submit Bio-Data of skilled / unskilled labour mentioning age, address, educational qualification ,mobile no & other relevant data along with the photograph to this office.**
- 22) **If the agency has any doubt regarding the meaning of any portion of the enquiry conditions/ specifications, he should get it clarified from the office of the undersigned before submission of the offer.**
- 23) **Execution-:** You should be fully aware of MSETCL's general Conditions for execution of work & same is applicable to this contract also. Any of the condition will not exempt you from your liability to be abided by the same.
- 24) **The undersigned has reserve the right to modify / cancel this enquiry at any time without assigning any reasons therefore.**
- 25) **Penalty-: In case of absentee of outsource employee payment will be not effected. Also the penalty will be charged as 50% of the per day rate. Maximum up to 10% of order value.**
- 26) Offer on fax or e-mail will not be accepted.
- 27) The quotation not confirming to the specification is likely to be rejected.
- 28) LOI / Order against these quotations will be withdrawn as & when SRM E-Enquiry order for the said work is finalized.
- 29) If any loss is caused during execution of work to the property of MSETCL, the same will be to your account & you will have to make good the loss, work to be attended by you at cost & risk only.
- 30) **Agreement:** - You will have to execute agreement as per provision of Mumbai Mudrank Adhiniyam 1958, Clause No.34 with requisite stamp duty before execution of work to this Office.

Thank You,

Yours Faithfully,
S/d
(Shri.D.P.Ashtikar)
Executive Engineer
EHV O&M Division, Dhule

Copy s.w.r.s to :-

- The C.E. EHV / C C O&M) Zone, Nashik...as per approval & directives of your good self
- The S.E.EHV(O&M) Circle, Bhusawal. ...as per approval & directives of your good self

Copy to :-

- Dy. Manager (HR) EHV (O & M) Division Dhule
- Dy. Manager (F&A) EHV (O & M) Division Dhule
- Notice Board



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV (O&M) DIVISION, DHULE

Annexure-A

Sub:- SRM -E-Enquiry for the Work of Providing Skilled/Unskilled manpower as Dy.Manager(HR)/UDC (F&A)/LDC (HR)/Steno Typist, & Peon against vacant Non Technical Staff at under EHV O&M Div.Dhule.

Sr. No.	Particulars	Service No	Zone	Unit	Qty	Rate per day basis quoted in Rs
1	Work of Providing Unskilled manpower as Peon against vacant Non Technical Staff at under EHV O&M Div.Dhule.	50014643	Zone-II With ESIC	No. of Unskilled manpower	1	
2	Work of Providing Skilled manpower as Dy.Manager(HR) / UDC (F&A) / LDC (HR)/Steno Typist against vacant Non Technical Staff at under EHV O&M Div.Dhule.	50015934 & 50015935 (This service nos. as per present requirement but may be change as a mention in particulars as per requirement)	Zone-II With ESIC	No. of Skilled manpower	2	

Estimated Cost is limited to Rs-1,66,406/- including all taxes and charges

Note:-

- Taxes & Charges shall be mentioned clearly. If not mentioned it will considered inclusive of all taxes & charges.
- Payment will be made as per actual measurement. Reliever for Leave at your end is must.

Rate quoted below than minimum wage act will not be considered.

S/d
(Shri.D.P.Ashtikar)
Executive Engineer
EHV O&M Division, Dhule