

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD**  
**(CIN NO- U40109MH2005SGC153646)**

Office of The Executive Engineer MSETCL EHV O&M, Division,  
Near Market Yard, Bapat Camp, Kolhapur  
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Phone No. 0231-2651529.

**EE/EHV O&M/ Dn/ KOP/ HR /518**

**Dt: 10.04.2018.**

**E-Enquiry**

**Sub :** E-Enquiry for Providing services of Skilled Vehicle Driver for LMV/HMV Departmental Vehicles at Bapat Camp sub division, Division under EHV O&M Division, Kolhapur.

Dear Sirs,

Rates are called through E-Enquiry only by undersigned for the works mentioned in schedule 'A' on or before 17.04.2018 up to 17:00 Hrs. The other terms and conditions are as mentioned below.

- 1. CONTRACT PERIOD :** The contract shall be for a period of 6 Months from the date of engagement of Out Source or exhausting the value of the order amount for the same whichever is earlier, on any account subject to termination of contract from M.S.E.T.C.Ltd's side.
- 2. VALIDITY OF OFFER :** The offer should be valid for our acceptance for a period of 90 days from the due date of opening.
- 3. ORDER AMOUNT :-** Order will be limited upto Rs 3 Lakhs (Including Taxes)

Thanking You.

Yours faithfully

**Executive Engineer**  
**EHV O&M Division, Kolhapur**

**Encl :** Special conditions, Annexure 'W' & Schedule 'A'

- 1) Estimated Schedule rates are calculated using minimum wages Circular No. 142 & revised DA for the period of 01.01.2018 to 30.06.2018.
- 2) The rates for special allownces will be revised as per circulars issued by corporate office time to time & same will be paid extra as per pro-rate basis.
- 3) For a particular day either O.T. or Halting Charges whichever is less will be paid.
- 4) For Driver services 10 Hrs for working in a day will be considered.
- 5) OT will be paid extra as per actual and same should certified by competent authority.
- 6) Halt charges applicable in case of halt out of station and as per directives of competent authority in no run condition.
- 7) **Following documents should be Submitted in SRM only :**
  - 1- Valid ESI registration certificate.
  - 2- Valid EPF registration certificate.
  - 3- Valid GST registration
  - 4- Valid Profession tax No.
  - 5- Income Tax Return for AY 2017-18.
  - 6- Certificate of Bombay shop Act
  - 7- Pan Card.
  - 8- Latest Performance certificate (i.e. within 1 year ) for satisfactory completion of work from rank of Executive Engineer or above for same type of work.
  - 9- Solvency certificate from nationalized bank / Scheduled bank for current year for amount of Rs. 75000 /- or more
- 8) Even if lowest rate quote by other agency then also Swayamrojgar /Berojgar sanstha will be first called for work at the rate of lowest rates. If they denied then only work order will be placed to lowest agency.
- 9) In case lowest rate quoted by more than 1 Swayamrojgar /Berojgar sanstha then order will be placed on lucky draw ( Lottery) basis in front of all Swayamrojgar /Berojgar sanstha representative & order will be placed to only 1 Swayamrojgar /Berojgar sanstha agency.
- 10) If Swayamrojgar /Berojgar sanstha has not participate & other agency has quoted same rate then also work order will be placed on lucky draw ( Lottery) basis.

Annexure 'A'

- 1) **SECURITY DEPOSIT** : 5% of the value of order is to be paid as Security Deposit by Cash / D.D./BG in this office within 7 days from the date of intimation by this office. No. Interest will be paid on this amount and this will be refunded after completion of contract period satisfactorily & NOC from the concerned In-charge.
- 2) **AGREEMENT BOND:-** You should have to furnish agreement bond on the stamp paper of Rs. 500 within 7 days from the date of issue of order. Cost of Stamp paper should be borne by you only.
- 3) MSETCL Circular no 142 Dtd:- 03.01.2014 & 14143 dtd:30.10.2013 will be applicable to this order.
- 4) **INCOME TAX:** As per govt. rule Income tax at source will be recovered from your bill as per rules. Your Income tax No. may be informed to this office.
- 5) After payment of Security deposit you should have to submit the details of driver that you have provided. The details should be as per following format.

Sr. No.	Full Name of Driver	Address of Driver & their Mobile No.	Details of Bank Account No.

- 6) Also you have to submit the bio-data of person before starting of work with attested qualifying documents as per qualifying requirements.
- 7) HR Section of this office will verify all the all documents submitted by you. After their confirmation LOI/ work order will be issued to you.
- 8) After issue of LOI or Work order, Before starting of the work you should have to draw workmen compensation policy/ ESI of person if applicable provided by you as per Circular & depute driver within 7 days from the date of issue of LOI/work order.
- 9) **BILLS:** You should collect monthly attendance & log sheet Xerox copies from concerned Engineer Incharge duly signed & submit the bills in Triplicate along with all documents ( attendance, log book Xerox, Paid challans of PF, ESI, PT, etc. ) to this office for payment. Divisional Committee will verify all documents & submitted to the Technical section for scrutiny. After receipt of bills from Divisional Committee, bills will be certify by respective Subdivision Incharge & forwarded to audit section for payment.
- 10) **TERMS OF PAYMENT:-** The payment will be effected on month to month basis & for actual working days as per attendance report from concerned subject to availability of funds & as per the ref Circulars. **First month payment will be made on the basis of attendance. From second month payments will be effected only on submission of following documents:-**

- A) **Attendance.**
  - B) **Payment proof i.e. payment made to the employee with sign**
  - C) **GST Tax payment proof if applicable**
  - D) **ESI Documents if applicable**
  - E) **P.F. Challan of only labours working in our division office.**
  - F) **Payment should be made to your employee as per minimum wages only. Above documents will be verified by Divisional committee.**
  - G) **Payment of each outsource should be made through direct transfer to individual account.**
  - H) **‘A’ Roll of each outsources duly signed.**
  - I) **If due to any circumstance if this office is unable to make payment to your agency then you have to make advance payment drivers so as to not affect working of any office.**
- 11) **PENALTY:** i) Absence of labour without intimation will be liable to deduction of penalty. Penalty will be charged Rs. 200 per day.
- 12) **DEDUCTION :** Any amount or amounts which become payable by the contractor to the MSETCL under particular contract may be deducted by the purchaser from any amount / amounts due or becoming due by him to the contract under the same or any other contract.
- SAVE AND EXCEPT :**
- 13) **JURISDICTION :** All disputes or difference arising out of in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of Kolhapur court.
- 14) **ACCOMMODATIONS:-** MSETCL will not provide accommodation to your labor.
- 15) **SKILLED WORKER:-**The contractor shall depute workmen as per schedule & fulfill the eligibility criteria as shown in schedule.
- 16) **ACCIDENT:-** If any accident occurred to your labors skilled or unskilled compensation if any have to be paid by you only.
- 17) Please mentioned PAN No./ GST Registration No. if applicable / PF No. & ESI No. if applicable on the bill otherwise bill will be kept pending.
- 18) You are also deemed to be fully aware of the Company’s general conditions of contract for work and any ignorance of any of the conditions will not exempt you from your liability to abide by the same.
- 19) You will have to maintain attendance register.
- 20) Except the payment of charges on man-month basis to you for the service provided, the company will have no obligations either financial or legal etc. in respect of person provided by you.
- 21) The services to be provided are in the form of job work & will not create any right for employment in MSETCL of whatsoever nature.

- 22) In case person provided by you does not satisfy the basic norms of good work & conduct, integrity he should be removed immediately & suitable substitute should be arranged with immediate effect.
- 23) You shall be liable for payment of minimum wages, bonus, PF, ESI leave, workmen compensation for accidents etc. as applicable to the person provided.
- 24) You shall not sub contract without the prior written permission of the company.
- 25) You shall pay to your employee all dues (including Wages/Salary) and shall ensure that the wages paid him is not less than the prescribed minimum wages as revised from time to time. In case of any increase in minimum wages or any other component or deduction or other statutory benefits, you shall remain liable to comply with all statutory formalities. You shall be responsible for compliance of all applicable laws. Local/State, Central Governments Laws, Rules etc., and shall take all necessary steps for obtaining registrations, licenses, renewal thereof, maintaining proper records/registers and also submitting necessary returns to the authorities concerned. In the event of non-compliance or contravention of any of the provisions of any laws due to failure or negligence of you, it shall remain fully liable and shall also keep the Company fully indemnified against any risk, consequences, and / or cost arising thereof.
- 26) The driver should check & maintain daily oil level condition of battery, diesel & radiator water level.
- 27) You shall have to ensure safety at the work place. It is necessary that the person, who is deputed by you to provide the said services to the Company, should be in good health, have proper eyesight and should not have any medical problems which may endanger his life and the life of Company Personnel and its property.
- 28) Qualification/ Experience:-  
A) Should pass 4th standard.  
B) Should possess light & heavy duty vehicle driving license without any adverse remarks of serious nature.  
C) Should be conversant with elementary principals of vehicle maintenance.  
D) Minimum 4 years of heavy duty, relaxable upto 3 years in deserving case.  
E) Age Limit: - Above 18 Years.  
F) Height: - Not less than 158 cms & more than 175 cms.
- 29) The under signed has reserved the right to cancel the order as whole or part without assigning any reasons.

**Yours faithfully,**

**Executive Engineer  
EHVO&M Division, Kolhapur**

**SCHEDULE 'A'**

**Work - Providing** services of Skilled Vehicle Driver for Departmental (TATA SUMO & Truck) at Bapat camp sub division under EHV O&M Division, Kolhapur.

Sr. No	Particulars Of Services	Unit	Qty	Unit Rate (Rs.) Per day	Location	Remark	Quotations in % above / below / at PAR
1	Driver	No.	1	500.01	(Bapat Camp line subdivision on LMV Departmental vehicle)	Zone II Skilled ( with ESI)	
2	Driver	No.	1	500.01	(Bapat Camp line subdivision on HMV Departmental vehicle)	Zone II Skilled ( with ESI)	
3	Halting Charges	Per Halt	As per Actual	150			
4	Overtime Charges	Per Hr.	As per Actual	50			

- Note:- 1) Please quote Rate in ( %) basis only.  
2) Please see Special conditions before quoting rates.  
3) Taxes will be paid extra as applicable.  
4) If rates should be below minimum wages act, then you should be disqualified.  
5) Payment will be made for working days only.  
6) Schedule is enclosed herewith for your ready reference only.

**Executive Engineer**  
**EHV O&M Division, Kolhapur**