



MAHA TRANSCO

Maharashtra State Electricity Transmission Co. Ltd.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

From: Superintending Engineer
Name of Office: Testing & Communication Circle Office, Nashik-Road,
Office address: Block No. 12, New Administrative Building, MSETCL,
Near Durgamata Mandir, Old Saikheda Road,
Jail Road, Nashik Road - 422 101.
Email Id: se5500@mahatransco.~~in~~ =

Ref. No. SE/TCC/NSK/T/ 2 6 3 - =
e- Enquiry

Date: 29 JUN 2019

To,

Sub: - Work of Providing services of 1 no. Steno-Typist for TCC Nashik.


Dear Sir,

Please offer your reasonable rates as per minimum wage act for the subject work. The detailed scope of work is given as per schedule "A" and as given below:-

- 1) **DUE DATE: -** The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or before **10.07.2019** up to **17:00 Hrs** positively.
- 2) **SCOPE OF WORK :-** As detailed in schedule 'A'
- 3) **QUOTED RATES: -** The quoted rates should include all skilled and unskilled labour incidental charges etc. Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.
- 4) The working hours will be 8.00Hrs (i.e. from 10.00hrs to 13.30hrs and 14.00hrs to 18.00hrs, ½ hrs break for lunch).
- 5) The agency has to give the replacement of the Steno-typist in case he remain absent from duty, otherwise the deduction of payment on per day basis will be done from the monthly bill.

- 6) All the statutory Govt. requirements such as EPF, CPF remittance, special allowances, insurance etc will be paid by you. Minimum wages act 1948 should be scrupulously followed.
- 7) **PERIOD OF CONTRACT:** - 01 year from the order date or till completion of order amount.
- 8) **PAYMENT:** - On monthly basis after completion of the job successfully, the Bill in triplicate should be submitted to this Office. The payment will be made within a reasonable time by Concern Office.
- 9) **SECURITY DEPOSITE:** - The successful bidder will have to pay an amount equivalent to 5% of contract value towards S.D. at Concern office.
- 10) **VALIDITY OF OFFER:** - The offer should be valid for our acceptance for a period of **60 days** from the Due date of same.
- 11) **DOCUMENT REQUIRED:-** The rate offer must be accompanied with following documents duly attested & signed by vender-
- i) Service Tax registration certificate with latest challan
 - ii) Copy of PAN card
 - iii) PF, EPF, ESIC registration certificate
 - iv) Shop Act license copy
 - v) Order copies of similar type of works as a proof of experience.
- 12) The undersigned reserve the right for relaxation of any condition mention above.
- 13) The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.

Encl: Schedule 'A'


Superintending Engineer (I/C)
Testing & Communication Circle
MSETCL, Nashik

Copy s.w.r.s. to:-

- The Chief Engineer, EHV PC (O&M) Zone Nashik

Copy s.w.c. to:-

- The Superintending Engineer, EHV (O&M) Circle Nashik

Copy to:-


- 1) The Manager (F & A) EHV (O&M) Circle Nashik
- 2) Notice Board.

ANNEXURE – 'A'

Sub: - Work of providing services of 1 no. Steno-Typist for TCC Nashik

Sr. No	Particulars of Services	Quantity (No)	Rate per day in Rs.
1	Work of Providing services of Steno-Typist for TCC Nashik Period of Contract: 12 Months	1	

Taxes if any,


Superintending Engineer (I/C)
Testing & Communication Circle
MSETCL, Nashik