

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

From :

Name of Office : EHV Projects Division – I

Office Address : 3<sup>rd</sup> floor, Administrative Building, 925, Kasbapeth, Juna Bazar Rd, Pune.

Contact No. : 020-24579223, 24572129 Fax No. : 24573602

Email Id : ee6610@mahatransco. in

EE/EHVPD-I/PN/T/ LPO-47O/ 1690

Date: 24.09.19

**E-enquiry**

Sub : Enquiry for “providing skilled/unskilled manpower at EHV Projects Dn-I for the period Of 20 to 25 days upto the amount of Rs- 2,00,000/- (including GST).

Sir,

You are requested to send your offer for providing skilled/unskilled manpower to EHVPD-I, MSETCL, Pune. For making offer the following conditions to be noted:-

1. The skilled person to be provided for the post of Office Assistant should have passed graduation examination & should have computer knowledge. The skilled person to be provided for the post of Typist should have passed 12<sup>th</sup> examination & should know Marathi & English typing. The unskilled person to be provided for the post of peon should have passed 4<sup>th</sup> std Examination as per the revised qualifications of MSETCL.
2. The skilled / Unskilled persons should have clear antecedents & should not have been involved in any criminal case etc.
3. The skilled/unskilled persons should be vigilant, alert & respectful & presentable while on duty. They should have good moral reputation & should be free from bad habits like alcoholics, theft etc. They should have weekly off as per rules.
4. The working timings will be **10.00 a.m. to 5.30 p.m. for skilled persons & 09.30 a.m. to 06.00 for unskilled persons** & should be followed strictly. The holidays will be as per the company's holiday list for Division/ Sub Division.
5. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost
6. The contract does not confer any right of employment in Company's services.
7. You should quote fixed charges per day except GST & no other charges will be considered. Tax to be mention extra.
8. Payment will be made subject to availability of funds.
9. Please quote rate under minimum wages Act 1948 and according to Zone. The office is situated in Kasba peth, Pune and two no of sdn offices at Baramati. Submit the following documents along with your quotation :

- a) License for providing manpower on contract basis. If not renewed or not applicable, undertaking is to be submit.
- b) Proof for registration under ESI Act 1948 with code number of ESI if applicable
- c) Proof for registration under Employee's Provident fund with code number.
- d) Proof for Registration under GST & mention Professional Tax Number.
- e) Proof for registration under Shop & Establishment Act 1948.
- f) Copy of Maharashtra Labour Welfare Board Registration
- g) PAN card copy & Income Tax return for the year 2018-19.
- h) Certificate of experience of similar work in MSETCL / MSEDCL / other Govt. utilities.

The rates should be quoted on your firms letter head in sealed envelop mentioning on top of envelop "Quotation for providing skilled/unskilled manpower at EHVPD-I, Pune."

- 10. Your quotation should reach to this office in person or by post on or before **30.09.2019 up to 17:30.**
- 11. Right to reject any or all offers without assigning any reasons are reserved with undersigned.

Thanking you.

Encl: Schedule A

**sd/-**  
Executive Engineer  
EHV Projects Division-I, Pune

Copy to:  
The Manager (F & A), EHV PD-I, Pune.  
Notice Board/ M.File.

### **SCHEDULE 'A'**

Sub : Enquiry for “providing services of skilled/ unskilled manpower at EHV Projects Dn-I, Pune for the period of 20 to 25 working days

Sr.No.	Name of the office	Zone	Post	Skilled/ Unskilled	No of outsorce	PER day Rate
1	EHV Project Dn-I, Pune	<b>Zone 1</b>	Office Assistance	Skilled	3	
2			LDC	Skilled	3	
3			Typist	Skilled	1	
4			Peon	Unskilled	3	
5		<b>Zone 2</b>	Office Assistance	Skilled	2	
6			Driver	Skilled	1	
			Night halt		1	

(Amount in Word Rs- ) excluding GST

Name & seal of Agency

**SD/-**  
Executive Engineer  
EHV Projects Division-I, Pune.