

400KV R.S.(O&M)Divn. Jejuri
CIN NO. U40109MH2005SGC153646

From Maharashtra State Electricity Transmission Co. 400KV R.S. (O&M) Div. Jejuri. A/P: Jejuri. Tal: Purandhar Dist: Pune, Pin code-412303 Email ID:ec6160@mahatransco.in	To, Web Site MSETCL
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EE/400KV/R.S./DIV/JEJURI/T /61

Date: - 12.03.2020

Sub: - Enquiry for engaging Attendant at Regional Training Center, 400KV R.S. Division, Jejuri.

Dear Sir,

Sealed quotations are invited for engaging Attendant at Regional Training Center, 400KV R.S.Division, Jejuri, on contract basis as per the Schedule “A” with following Terms and Conditions.

Please quote your lowest rate in Schedule “A”, enclosed herewith, for following work subject to the terms and conditions stipulated below. The quotation may please be submitted in a sealed envelope super scribed as “Quotation for providing Attendant at Regional Training Center, 400KV R.S.Division, Jejuri so as to reach this office on or before Dt.18.03.2020

TERMS AND CONDITIONS

- 1) The estimated rates given by this office are inclusive of taxes. Hence,bidder should quote rates inclusive/exclusive of taxes in % only. If bidder quote rate exclusive of tax , then taxes should be quoted separately. The Estimated cost is amounting to Rs. 2,46,555/-inclusive GST.
- 2) The certified true copy of below mentioned documents should be attached along with quotation .

Sr.No.	Documents Name
01	Full name and address of the company/ firm. Full name of contractor Permanent address of the contractor/ proprietor of the firm and proof for the same.
02	License for providing manpower on contract basis.
03	Proof for registration under ESI Act 1948 with code number of ESI if applicable/Valid Insurance Policy.
04	Proof for registration under Employee’s Provident fund with code number, Proof for Professional Tax Number & GST Registration Certificate, if applicable.
05	Proof for registration under Shop & Establishment Act 1948. or NOC of grampanchayat for shop.
06	Bank name & full address, Bank account number & PAN card copy.

07	Certificate of performance, completion of similar work in MSETCL / MSEDCL / other Govt. utilities by authorities not below the rank of Executive Engineer .
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- 3) S.D.5% of contract value will have to be paid within 15 days from receipt of the order at EHV O&M Division II Pune
- 4) The age of engaging the persons on outsourcing should be 21 to 40 year.
- 5) Any kind of training to engaging persons will not be provided by M.S.E.T.C.L.
- 6) All work, as per day requirement shall be done in office hours and on working days. In case of urgency, contractor shall make an arrangement to attend the given work on Sunday and holiday with prior approval of the contract operating authority.
- 7) If the work of person provided by you against the order is found unsatisfactory, then contractor shall engage the other well experienced candidate at our request.
- 8) The persons should remain present in office from 9.30 to 18.30 Hrs. on working days and shall not leave the office or company representative without prior permission.
- 9) 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.
- 10) The contractor is solely responsible for compliance of statutory obligation under shop and establishment act, contract.
- 11) Rate Validity: The rates offer submitted by you should be valid for at least 120 days from the last Date of receipt of quotation.
- 12) PAN no, GST Registration No(if applicable) should be Mentioned specifically in the quotations.
- 13) Labours act ,minimum wages act ,payment of wages act, workman compensation act and PF act etc. as per the relevant acts and rule in force.
- 14) The contractor is solely responsible for compliance of statutory obligation under shop and Establishment act, contract Labour act , minimum wages act ,payment of wages act, workman compensation act and PF act etc. as per the relevant acts and rule in force.
- 15) The payment of EPF is entirely the responsibility of contractor and no extra amount for that will be paid by MSETCL in any case.
- 16) All legal disputes are subject to the jurisdiction of Purandar court Dist. Pune..
- 17) The undersigned reserves the right to terminate this contract at any time or stages without assigning any reason.
- 18) 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.
- 19) You shall be liable to fulfill all the Conditions/ Provisions ESI, PF, Minimum wages Act. This office not responsible for any shortcomings and liabilities out of provision of this Act. Any damage,

compensation dispute, arising out of this contract will be at your cost/ risk.

- 20) You will have to maintain all records as required under labour laws, labour Licenses, solvency certificate, PF regulation, insurance ESI regulations, wages act. etc. As required for such works and should satisfy the concerned authorities at your cost and risk.
- 21) No residential or other facilities will be provided by M.S.E.T.C.L.
- 22) The quotation should be destination of Executive Engineer 400KV R.S. Division Jejuri.
- 23) In case of any dispute, the decision of Executive Engineer is final and binding on you.
- 24) The successful agency should execute the agreement on Rs. 500/- stamp paper with in 15 days of issue order or LOI . The cost of stamp paper born by agency.
- 23) The quotation should send to this on or before Dt.18.03.2020 up to 17.00Hrs.

Sd/-
S.C.Pardeshi
EXECUTIVE ENGINEER
M.S.E.TRANS.CO.LTD.
400KV R.S. (O&M) DIV.JEJURI.

SCHEDULE "A"

Sr. No	Particulars of work	Qualification	Qty.	Estimated rate Per Person Per day including GST	Rate to be quoted by agency Below/ at par/above in % only.
1)	Providing Steno Typist (Skilled) at Regional Training Center, Jejuri.	Minimum graduate passed with Computer Literacy in MS-Office along with ability for 40&30WPM typing in English & Marathi	1 nos.	790.24	

The Estimated cost is amounting to Rs. 2,46,555/-inclusive GST.

Sd/-
S.C.Pardeshi
EXECUTIVE ENGINEER
M.S.E.TRANS.CO.LTD.
400KV R.S. (O&M) DIV.JEJURI.

Copy to: -

- 1)The Add.EE(RTC),Jejuri
- 2)The Dy. Manager (F & A) 400KV R.S. Div. Jejuri
- 3) Notice Board