

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646

From :

Name of Office : EXECUTIVE ENGINEER, EHV PROJECTS DIVISION-II, PUNE

Office Address : Administrative Building, 1st Floor, 925, Kasba Peth, Pune – 411 011

Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. (020) 245 70 676

E-Mail Id : ee6620@mahatransco.in

Website : mahatransco.in

Ref.No.EE/EHV/Constn/DN-II/PN/No.673

Date:05.10.2021

E- Enquiry

Sub: Enquiry for “providing skilled/unskilled manpower at EHV Projects Div-II Pune & underlying subdivision offices.

Sir,

You are requested to send your offer for providing Skilled / unskilled manpower at EHV Projects Div-II Pune . While submitting the offer the following conditions to be noted: -

1. The Skilled person to be provided for the post of Typist should have passed 12th Std Examination & should have knowledge of Marathi & English Typing. The unskilled person to be provided for the post of peon should have passed 4th Std Examination as per the revised qualifications of MSETCL.
2. The labour should have clear antecedents & should not have been involved in any criminal case etc.
3. The labour 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. The contract labour should have weekly off as per rules.
4. The working timings will be **10:00 a.m. to 06.15 p.m. for skilled** and **09:30 a.m. to 06:45 p.m. for unskilled and Driver timings will be from 9:00am to 7:00pm including 1.5hrs lunch break etc.** & should be followed strictly. The holidays will be as per the company's holiday list for circle office.
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 days per Minimum Wages Act except GST & no other charges will be considered.**
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 at Kasbapeth, Pune.
10. The separate sealed envelope for attached Xerox copies of qualifying requirements as below is to be submitted mentioning on the top of the envelop “DOCUMENT”.,
 - a) License for providing manpower on contract basis.
 - 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 Professional Tax Number and PTEC & PTRC both,
 - e) Registration under Goods & Service Tax.
 - f) Proof for registration under Shop & Establishment Act 1948.
 - g) Copy of Maharashtra Labour Welfare Board Registration.
 - h) Certificate of performance, completion of similar work in MSETCL / MSEDCL / other Govt. utilities for the last three years (FY 2018-19, 2019-20, 2020-21) issued by authorities not below the rank of Executive Engineer along with copies of work order. Similar works means Work of providing skilled/unskilled labour shall be considered.
11. The rates should be quoted on your firms letter head in sealed separate envelop mentioning on top of envelop “Quotation for providing Skilled / unskilled manpower at EHV Projects Div-II Pune
12. You will have to pay security deposit equal to 3% of the order amount & it will be refunded a after successful completion of the work order period.
13. Your quotation should reach to this office in person or by post on or before **08th October-2021 upto 15:00 Hrs.**
14. Right to reject any or all offers without assigning any reasons are reserved withundersigned.
15. EHV Projects Circle, Pune has floated the tender for the year 2021-22 for providing the outsource staff for the EHV project Circle office and its underlying offices and it is sent to Zone Office for approval. This may take considerable time. So, on urgency basis this E-enquiry is floated and order should be valid upto order amount 3,00,000/- exhaustion or date the finalization of current year 2021-22 tender which is under process at EHV Projects Circle, Pune , whichever is earlier.

Thanking you.

Yours faithfully,

Sd/-

Executive Engineer

EHV Projects Div II Pune

Encl:- Schedule “A”

Copy to:

The Mgr (F&A), EHV Projects Div II Pune

M/F

SCHEDULE ' A '

Name of Work : Providing skilled/unskilled manpower at EHV Projects Div-II Pune & underlying subdivision offices.

Post	Skilled/ Semiskilled/ unskilled	No. of Outsourced	Days/ Months	Rate without GST (Rs/month)	GST (18%) (Rs/month)	Rate with GST (Rs/month)	Remarks
Office Assistance	Skilled	4	-	20,807.75	3,745.40	24,553.15	Rates mentioned are per month
LDC(F&A)	Skilled	2	-	20,807.75	3,745.40	24,553.15	Rates mentioned are per month
Typist	Skilled	1	-	20,807.75	3,745.40	24,553.15	Rates mentioned are per month
Peon	Unskilled	2	-	18,206.31	3,277.14	21,483.45	Rates mentioned are per month
Driver	Skilled	1	-	20,807.75	3,745.40	24,553.15	Rates mentioned are per month
Over time charges (Hr)	NA	-	-	119.87	21.58	141.45	Rates mentioned are per Hour
Office Assistance	Skilled	2	-	19,845.46	3,572.18	23,417.64	Rates mentioned are per month
		12					
TOTAL			3,00,000/- with GST				

(In words In Rs. Three Lakhs only with GST)

Name & Seal of Agency

Sd/-
Executive Engineer
EHV Projects Div II Pune

Rates Quoted:

1. _____ above estimated cost per month Rs/month.
2. _____ at par Rs/month.

