



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

Superintending Engineer, PAC Circle.  
Administrative Bldg, Ground Floor, At-Vijaynagar, Post - Supane.  
Tal-Karad, Dist: Satara.- 415 114.  
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Ref No. SE/PAC Circle/KRD/T-46/ No. 95

Date: 06.04.2022

**E-ENQUIRY**

**Subject:-**Enquiry for providing Outsource skilled manpower as Computer operator  
& Unskilled manpower as Peon for Office Work at PAC Circle office, Karad.

**Reference: -** CE/EHV PC O&M/ZONE/KRD/HR/No. 415 Dated 31.03.2022

Dear Sir,

Please offer your reasonable rates for the subjected work as per Schedule 'A'  
given below. The scope of work is also mentioned therein.

**SCHEDULE 'A'**

Sr. No.	Particular of Work / Materials	Unit	Rate /Day /Person under Zone III Area for Steno cum C.O. & Peon
1	Providing Skilled manpower as Computer Operator against sanctioned outsourcing post of Steno Typist at PAC Circle office, Karad. The Details are as under : All Tech. section / HR work of PAC Circle office, Karad	1 No.	
2	Providing Unskilled manpower as Peon for Office Work etc. against sanctioned outsourcing post at PAC Circle office, Karad. The Details are as under : (A) All Tech. section / HR work of PAC Circle office, Karad	1 No.	

The rates should be quoted as per minimum wage act only as per revised circular.



**Note:** - Following documents should be attached with the quotation.

- 1) Certificate of Registration of firm, 2) P.F. registration certificate,
- 3) Valid GST Registration, if applicable
- 4) PT / PTRC Registration, if applicable, 5) Valid ESIC or Insurance of Labour under Workman compensation Act. 6) PAN CARD document.
- 7) Proof regarding submission of Income Tax Return for assessment year 2018-19, 2019-20 and 2020-21
- 8) The Bidder should have an experience certificate from an authority not below the rank Executive Engineer for the work of providing outsource manpower during 01 year.
- 9) Receipt of Quotation Fee amount of Rs 105/-

**1. DUE DATE**

**:-**The quotations complete in all respects, duly sealed & super Scribed should be submitted through post or courier or in Exceptional case, by hand delivery to this office on or before **12.04.2022 up to 17:00 Hrs.**

**2. CONTRACT PERIOD**

**:-** 12 Months or till the end of the order amount value Whichever is earlier.

**3. VALIDITY OF OFFER**

**:-** The offer should be valid for our acceptance for a period of 30 days from the due date of opening.

The undersigned reserves the right to reject any or all quotations without assigning any reasons.

Thanking you,

Yours faithfully,

Sd/-  
(Mrs.S.S.Kumbhar)  
Superintending Engineer,  
PAC Circle, Karad.

**Encl. Terms & Conditions**



## **TERMS AND CONDITIONS OF CONTRACT**

### **1) SIGNING OF CONTRACT:**

Within 7 days from the date of the receipt of this work order, the contractor shall enter into an agreement with the Company, in the prescribed format. Until the agreement is executed, the company will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor.

### **2) SCOPE OF WORKS:**

The scope of works includes providing of One no. of Outsource skilled manpower as Computer operator & One no. of Unskilled manpower as Peon for Office Work at PAC Circle office, Karad.

The scope of works of Steno cum computer operator & Peon includes providing the services of prospective candidates for PAC Circle office, Karad. All Tech. section / HR work of PAC Circle office, Karad. The candidates shall work as per the directions, and guidance of the respective.

### **4) SECURITY DEPOSIT:**

You should pay security deposit equivalent to 5.0% of the value of the order. Security Deposit is payable by (a) Cash (b) D.D. (c) Bank Guarantee from a nationalized scheduled Bank. The S.D. will be refunded after satisfactory completion of the work

### **5) CONTRACT PERIOD:**

12 Months or till the end of the order amount value or finalization of SRM E-Tender whichever is earlier.

### **6) OPERATING AUTHORITY:**

The Superintending Engineer, PAC Circle, Karad will operate this contract.

### **7) PAYMENT OF BILL:**

The monthly bill in triplicate should be submitted to the PAC Circle, Karad at the end of each month along with the attendance for the month. The Circle office will effect the payment.

### **8) PENALTY FOR DEFAULT:**

Penalty @ 1% per day/part of payment approved rate thereof subject to maximum 10% of order value will be deducted from your bills as penalty in case you default in providing Steno Typist cum computer operator and Peon during contract period. The deduction will be limited to the actual period of default.

### **9) TAX DEDUCTION AT SOURCE:**

In accordance with IT Act 1961, Income Tax will be deducted at source at the prevailing rates from the bills.

Similarly any other tax deductible at source if applicable to this particular contract as per statutory provisions (laid down by Central or State Government.) will also be deducted from the bills at the prevailing rates.



10) Out-Sourcing Staff cannot claim in future for job in MSETCL. Undersigned reserves the right to disqualify outsource staff.

**11) DAMAGE TO PERSONS AND PROPERTY:**

The contractor shall indemnify the MSETCL against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property whatsoever, which may arise out of or in consequence of the execution of the work.

**12) TERMINATION OF CONTRACT:**

The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the event of the breach of contract and unsatisfactory services in any respect. & after finalization of SRM E-Tender, this work order will be automatically cancelled.

**13) JURISDICTION:**

All disputes, differences related to the contract shall be subject to the including jurisdiction of Karad Court.

14) Please quote your PAN No. TIN No. on the bill.

15) You will have to maintain all records as required under labour laws labour Licenses, P.F. Registration, Labour Insurance or ESI regulations, Minimum Wage Act etc.

16) You will have to observe the payments strictly in time, regularly of Professional Tax payment, Payment of Labour Insurance or ESI, P.F., Service Tax payable against the contract orders and submit the Xerox of amount paid.

17) The Competent Authority reserves the right to relax any of the above conditions without assigning any reason thereof.

Sd/-  
(Mrs.S.S.Kumbhar)  
Superintending Engineer,  
PAC Circle, Karad.

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