



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

From :

Name of Office : EHV Projects Circle.

Office Address : 3rd floor, Administrative Building, Rasta Peth, Pune-11.

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

Email Id : se6600@mahatransco. In

SE/EHVPCircle/PN/T/1963

Date :02.12.2022

Enquiry

Sub : Enquiry for providing skilled/unskilled manpower at EHV Project Circle, MSETCL, Pune for period of Two Months.

Sir,

You are requested to send your offer for providing skilled/unskilled manpower at EHV Project Circle, MSETCL, Pune for the period of Two months or till finalization of outsourcing tender at this office, whichever is earlier. 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 SSC exam or its equivalent, Graduates preferred. Should know English and Marathi typing with appropriate Typing Speed. No experience necessary for those possessing Govt. Commercial Certificates. 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 skilled/unskilled persons 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. They should have weekly off as per rules.
4. The working timings will be 10.00 am to 6.15 p.m. for skilled & 09:30 AM to 06:45 PM for unskilled & should be followed strictly. The holidays will be as per the company's holiday list.
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 as per Minimum Wages Act including GST no other charges will be considered.**

8. Please quote rate under minimum wages Act 1948 and according to Zone. The office is situated in Rasta Peth, Pune.

9. The separate sealed envelope containing attested Xerox copies of following documents is to be submitted mentioning on the top of the envelope "DOCUMENT":

- a) Full name of the company/firm, bank name & full address, bank account number and PAN card copy, GST registration if any.
- b) Permanent address of the contractor/ proprietor of the firm and proof for the same. Documents regarding proprietorship or partnership business or company. List of manpower, technical staff etc.
- c) Current valid copy of labour license obtained from labour commissioner office
- d) Current valid copy of registration under shops and Establishment Act
OR
NOC of Grampanchayat.
- e) Current valid copy of registration certificate from ESIC & Proof / Return of last twelve month wise paid Challan OR Proof for valid registration under workmen compensation policy i.e Insurance policy of labors.
- f) Current valid copy of registration certificate from EPFO & Proof /Return of last twelve month wise paid Challan for already engaged outsourced employee.
- g) Current valid copy of registration certificate under Maharashtra labour welfare Board registration.
- h) Valid copy of Professional Tax both PTEC & PTRC and Proof /Return of last twelve month wise paid Challan .
- i) Udyog Aadhar Memorandum & Udyog Aadhar Registration certificate (if applicable)
- j) Certificate of performance, completion of similar work in MSETCL / MSEDCL / other Govt.utilities within last three FINANCIAL YEARS issued by authorities not below the rank of Executive Engineer.

10. The rates should be quoted on your firm's letter head in sealed separate envelope mentioning on top of envelope Quotation for providing skilled, unskilled manpower at EHV Projects Circle, Pune.

11. Your quotation should reach to this office in person or by post on or before **09.12.2022 up to 11:00 hrs.**
12. Right to reject any or all offers without assigning any reasons are reserved with undersigned.

Thanking you.

Encl: Schedule A

**Superintending Engineer[I/C]
EHV Project Circle, Pune.**

Schedule'A'

Name of Work : Providing skilled/unskilled manpower to EHV Project Circle, Rastapeth MSETCL, Pune for the period of Two months.

Sr.No	Zone	Particulars	Qty	Period in months	Rate/ Month/ person in Rs.	GST	Total Amount with GST in Rs.
1	Zone 1	Skilled manpower for post of Typist / Office Assistant	2 Nos	2			
2		Unskilled manpower for post of Peon	4 Nos	2			
3		Skilled Manpower for the post of LDC/UDC	2 Nos	2			
		Total	8				

Note: the rights are reserved to the undersigned regarding how many Contract labour to be engaged.

Name and Seal of Agency

**Superintending Engineer
EHV Project Circle, Pune.**