

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

From :  
Executive Engineer, EHV Projects Division-I, Pune  
Administrative Building, 3<sup>rd</sup> Floor, 925, Kasba Peth, Pune – 411 011.  
Contact No. : PHONE NO. (020) 24579223 & 24572129  
E-Mail Id : ee6610@mahatransco.in

Ref.No.EE/EHV/Projects/DN-I/PN/Tech/ 362

Date : 09.03.2023

**E-Enquiry**

Sub:Enquiry for “Providing skilled/unskilled manpower at EHV Projects Div-I Pune & its underlying subdivision offices”.

Sir,

Sealed & superscribed quotations are invited, so as to reach this office on or before **dt. 16.03.2023 upto 15:00 hrs** for Providing Skilled / unskilled manpower at EHV Projects Div-I Pune on following terms & conditions:-

1. Rates shall be quoted as per the Schedule “A” enclosed. Any changes must be brought out clearly.
2. The skilled person to be provided for the post of Office Assistant, LDC should have passed graduation examination & have computer knowledge and 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. The unskilled person to be provided for the post of peon should have passed 4th Std Examination, The person for the post of technician should have passed ITI (electrical), NCTVT Examination as per the revised qualifications of MSETCL.
3. The labour should have clear antecedents & should not have been involved in any criminal case etc.
4. 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.
5. 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 lunch break etc. & should be followed strictly.** The holidays will be as per the company’s holiday list for div office.
6. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost
7. The contract does not confer any right of employment in Company’s Services
8. Payment will be made subject to availability of funds.
9. **Please quote rates including taxes under minimum wages Act 1948 in % above /at par of estimated amount. And no other charges will be considered.**
10. The office is situated at Kasbapeth, Pune and underlying subdivision offices are situated at Kasba peth and Baramati.
11. Quotations should be submitted in Sealed envelope containing Xerox copies of qualifying documents as below is to be submitted.

- Valid License for providing manpower on contract basis.
  - Proof for registration under ESI Act 1948 with code number of ESI if applicable.
  - Proof for registration under Employee's Provident fund with code number.
  - Proof for Professional Tax Number and PTEC & PTRC both,
  - Registration under Goods & Service Tax.
  - Proof for registration under Shop & Establishment Act 1948.
  - Copy of Maharashtra Labour Welfare Board Registration.
  - Certificate of performance, completion of similar work in MSETCL / MSEDCL / other Govt. utilities for the last two/three years (FY 2019-20, 2020-21, 2021-22) 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.
12. The rates should be quoted on your firm's letter head in sealed envelope.
  13. You will have to pay security deposit equal to 5% of the order amount & it will be refunded after successful completion of the work order period.
  14. Your quotation should reach to this office in person or by post on or before **dt. 16.03.2023 upto 15:00 hrs.**
  15. Right to reject any or all offers without assigning any reasons are reserved with undersigned.
  16. If more than one qualified agencies quoted same rate, then order will be split with consent or lottery system will be applied.
  17. EHV Projects Circle, Pune has floated the tender for providing the outsource staff for the EHV project Circle office and its underlying division offices. Hence this E- enquiry is floated by this office and order placed will be valid upto 51 working days (i.e. excluding Sunday) from the date of issue of work order or till the date of finalization of tender which is under process at EHV Projects Circle, Pune, whichever is early. Also if tender is finalized in between finalization of said enquiry. Then same enquiry will be treated as cancelled. Intimation of same will be given on MSETCL portal.

Thanking you.

Encl:- Schedule "A"

**Yours faithfully,**

SD/-

**Ashok Madavi  
Executive Engineer  
EHV Projects Div I Pune**

**SCHEDULE ' A '**

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

Sr.No.	Name of the office	Zone	Post	Skilled/ Unskilled	No of outsource	Days	Rate without GST	GST 18%	Rate with GST	Total amount
1	EHV Project Dn-I, Pune	Zone 1	Office Assistance	Skilled	3	51	855.48	153.9864	1009.47	154448.36
2			LDC (F&A)/UDC (F&A)	Skilled	3	51	855.48	153.9864	1009.47	154448.36
3			Typist	Skilled	1	51	855.48	153.9864	1009.47	51482.79
4			Peon (HR+Div)	Unskilled	3	51	755.42	135.9756	891.40	136383.53
			Peon (F&A)	Unskilled	1	51	755.42	135.9756	891.40	45461.18
			Technician	skilled	4	51	860.89	154.9602	1015.85	207233.44
5			Office Assistance	Skilled	2	51	818.47	147.3246	965.79	98511.05
6		Zone 2	Driver	Skilled	1	51	823.65	148.257	971.91	49567.26
			overtime in Hr	NA		20	126.37	22.7466	149.12	2982.33
			NIGHT Halt (hr)			1	200	36	236.00	236.00
7			Technician	skilled	2	51	823.65	148.257	971.91	99134.51
					20		Total			999888.80
Say Rs										999889

Sd/-  
**Ashok Madavi**  
Executive Engineer  
EHV Projects Dn.-1, Pune

**FORM FOR QUOTING % RATE FOR ITEM INCLUDED IN SHEDULE A** for work of providing skilled/unskilled manpower at EHV Projects Div-I Pune & its underlying subdivision offices”.

**The contractors have to quote above/At par in % in respect of total amount.**

The contractor should not quote above/ At par of individual items, such Price bid will be rejected.

**Estimated Cost: Rs 9,99,889/- (including GST)**

1. ----- At Par (In words-----)of the above estimated Rate.
2. -----% Above (In words-----)of the above estimated Rate.

Name & Seal of Agency

Sd/-  
**Ashok Madavi**  
**Executive Engineer**  
**EHV Projects Div I Pune**