



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.  
HUMAN RESOURCES DEPARTMENT**

Phone No, (022) 26598595/26595000  
Fax:- (022)26598587/26592001

Plot No, C-19, Prakashganga, 7<sup>th</sup> floor,  
Bandra-Kurla Complex,  
Bandra (E), Mumbai-400051.

**SHORT TENDER NOTICE**

Sealed and superscribed Five Months contract tenders are invited from the reputed agencies registered under appropriate class and / or who have executed work of similar nature and value under single contract.

**Tender specification NO. MSETCL/HR/NT/Tender-1/2010**

(A) **Name of work**:- Providing services of persons on outsourcing basis for carrying out the jobs like Steno-Typist, Typist, Clerical and Peon's duty (Office Boy) for a period of Five Months or till the vacancies are filled up whichever is earlier.

- (B) **Estimated cost**: - Rs. 20/- Lakhs. (Approx.)  
(C) **Earnest Money Deposit**:- Rs. 20,000/- (Rs. Twenty Thousand Only)  
(D) **Period of Contract** - Five Month or till the vacancies are filled up whichever is earlier  
(E) **Tender Cost**: - Rs. 300/- per copy

The Tenderer should possess the registration/ certificate/ license/ permit as required under relevant statutes.

The Tenderer should have completed similar works for Rs.10.00 lakhs within the period of last three years.

The documentary proofs for the above are required to be submitted to the General Manager (HR-NT), MSETCL, Corporate Office, Plot No.C-19, Prakashganga, Bandra-Kurla Complex, Bandra (East), Mumbai-51. The right to relax any of the pre-qualification conditions for issue of tender form is kept reserved with the undersigned. Tender documents will be issued to the competent Tenderers only on cash payment of non- refundable tender cost as stated above, during 14.00 Hrs. to 16.00 Hrs. from 14.10.2010 to 19.10.2010 (excluding holidays).

The earnest money deposit should be paid in cash or by Demand Draft drawn in favour of MSETCL on any Nationalized Bank situated in Mumbai on or before submitting the Tender at Accounts Section, Prakashganga, Mumbai.

The duly filled Tender documents in sealed envelope should be submitted to the General Manager (HR-NT) on or before 20.10.2010 upto 15.00 Hrs. The money receipt No. and Date regarding remittance of Earnest Money Deposit should be indicated on the said envelope.

Tenders will be opened on same day at 16.00 Hrs.in the presence of such Tenderers who desire to remain present. Further details are available in Tender Documents.

The right to reject any or all tenders without assigning any reasons whatsoever is reserved.

Asst. General Manager (HR-NT)