



MAHA TRANS CO

Maharashtra State Electricity Transmission Co. Ltd.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

From: Superintending Engineer
Name of Office: Testing & Communication Circle Office, Nashik-Road.
Office address: Block No. 12, New Administrative Building, MSETCL,
Near Durgamata Mandir, Old Saikheda Road,
Jail Road, Nashik Road - 422 101.
Email Id: se5500@mahatransco.in

Ref. No. SE/TCC/NSK/T/ Nn 168 e- Enquiry

Date: 6 JUL 2017

To,

Sub: - Work of Providing services of 1 no. Steno-Typist for TCC Nashik.

Dear Sir,

Please offer your reasonable rates for the subject work. The detailed scope of work is given as per schedule "A" and as given below:-

- 1) **DUE DATE:** - The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or before **14.07.2016** up to **17:00 Hrs** positively.
- 2) **SCOPE OF WORK :-** As detailed in schedule 'A'
- 3) **QUOTED RATES:** - The quoted rates should include all skilled and unskilled labour incidental charges etc. Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.
- 4) The working hours will be 8.00Hrs (i.e. from 10.00hrs to 13.30hrs and 14.00hrs to 18.00hrs, ½ hrs break for lunch).
- 5) All the statutory Govt. requirements such as EPF, CPF remittance, special allowances, insurance etc will be paid by you. Minimum wages act 1948 should be scrupulously.
- 6) **PERIOD OF CONTRACT:** - **01 year** or till completion of Order value.

- 7) **PAYMENT:** - On monthly basis after completion of the job successfully, the Bill in triplicate should be submitted to this Office. After recording of measurements by concerned engineer in-charge, the bill will be certified by Engineer in-charge. The payment will be made within a reasonable time by Concern Office.
- 8) **SCURITY DEPOSITE:** - The successful bidder will have to pay an amount equivalent to 5% of contract value towards S.D. at Concern office.
- 9) **VALIDITY OF OFFER:** - The offer should be valid for our acceptance for a period of 60 days from the Due date of same.
- 10) **DOCUMENT REQUIRED:-** The rate offer must be accompanied with following documents duly attested & signed by vender-
- i) Service Tax registration certificate with latest challan
 - ii) Copy of PAN card
 - iii) PF, EPF, ESIC registration certificate
 - iv) Shop Act license copy
 - v) Order copies of similar type of works as a proof of experience.
- 11) The undersigned reserve the right for relaxation of any condition mention above.
- 12) The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.

Encl: Schedule 'A'


Superintending Engineer
TCC, Nasik

Copy s.w.r.s. to:-

- The Chief Engineer, EHV PC (O&M) Zone Nasik

Copy s.w.e. to:-

- The Superintending Engineer, EHV (O&M) Circle Nashik

Copy to:-


- 1) The Manager (F & A) EHV (O&M) Circle Nashik
- 2) Notice Board.

ANNEXURE – 'A'

Sub: - Work of providing services of 1 no. Steno-Typist for TCC Nashik

Sr. No	Particulars of Services	Quantity (No)	Rate per month in Rs.
1	Work of Providing services of Steno-Typist for TCC Nashik Period of Contract: 12 Months	1	

Taxes if any,


Superintending Engineer
TCC, Nasik