

EXTENSION FOR SRM E-TENDER NOTICE

MSETCL EWMBLEM

MSETCL invites online bids (SRM E-Tender) from reputed and registered & experienced contractors on Mahatransco SRM E-Tendering website <http://srmetender.mahatransco.in> for the following tender specification.

No (1)	Particulars (2)	Description (3)
1	SRM E-Tender No.	EE/MS/KRD/Tech/SRM E-Tender-02/2017-18.
2	RFx No.	7000005107
3	Name of Tender	Providing Outsource LDC cum Computer Operators, Peon under Major Store, Ogalewadi, Karad.
4	Date for download of Tender documents	From 08.06.2017 to 14.06.2017 at 17.00 Hrs (Sale Closing Date)
5	Date & Time(Hrs.) for online submission of Tender Documents	Up to closing date i.e. 14.06.2017 at 17.00 Hrs
6	Date & Time(Hrs.) for online opening of Tender Documents	a) Technical Bid :- 15.06.2017 at 12.30 Hrs onwards; if possible. b) Commercial Bid :- 19.06.2017 at 12.30 Hrs onwards; if possible.
7	Tender Estimate Amount	Rs. 630249/- (Approx) Including all.
8	EMD Amount	Rs. 6302/-
9	Tender fees	Rs.530 (500 + 30 (6% VAT)By Online Payment (Nonreturnable)
10	Note : The EMD & Tender fee is to be deposited ONLINE only.	

For further details visit our above said website.

Contact person : The Assistant Engineer(O), Major Stores, Ogalewadi, Karad.

(O) : Phone No. 02164- 273617

Note : All eligible contractors are mandated to get enrolled on SRM E-Tendering portal & having digital signature (signing & encrypt- decrypt certificates)

-sd/-

Executive Engineer
Major Stores, Karad



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Major Store, Ogalewadi, KARAD

CIN NO.:- U40109MH2005SGCI53646

EXTENSION FOR SRM E-TENDER NOTICE

- 1) Rfx/Tender No : 7000005107 / EE/MS/KRD/Tech/SRM E-Tender-02/2017-18.
- 2) Name of work : Providing Outsource LDC cum Computer Operators, Peon under Major Store, Ogalewadi, Karad.
- 3) Estimated cost : Rs. 630249/- (Including all Taxes)
- 4) Date of submission : From 08.06.2017 to 14.06.2017 up to 17.00 Hrs.
- 5) Opening of Tender
 - a) Technical Bid : 15.06.2017 at 12:30 Hrs. (If possible)
 - b) Commercial Bid : 19.06.2017 at 12:30 Hrs. (If possible)
- 6) E.M.D. : Rs. 6302/-
- 7) Cost of Tender Form : Rs. 530/- (500 + 6% VAT)

**Executive Engineer,
Major Store, Ogalewadi, KARAD**



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Major Store, Ogalewadi, KARAD
CIN No: U40109MH2005SGC153646

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- 1. Rfx/Tender No** : -7000005107 / EE/MS/KRD/Tech/SRM E-Tender- 02/2017-18.
- 2. Name of work** : - Providing Outsource LDC cum Computer Operators, Peon under Major Store, Ogalewadi, KARAD

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MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Major Store, Ogalewadi, KARAD

Sub: - Work of providing Outsource LDC cum Computer Operators & Peon under Major Store, Karad.

Qualifying Conditions:-

The tenders should be submitted online on internet of MSETCL SRM Website in two separate attachments (Bids) i.e. (a) Technical bid containing proof of pre-requisites and (b) Commercial bids detailed in the tender notice. **(PDF format only)**

SPECIAL CONDITIONS:

Your offer should be submitted in two separate bids –“1” & “2”

1. **(Technical Bid)** = This should contain following documents certificate/as a proof of qualifying pre-requisites (attested), brochures, attested certificates etc.

REQUISITES:

Sr. No.	Particulars	Check List Y/N
1	Registration proof of firm.	
2	Proof regarding payment of Income Tax Return for the FY 2014-15 & 2015-16 with copy of PAN.	
3	Solvency certificate from schedule/nationalized bank to the extent of 25% of the estimated amount (i.e. of Rs. 6,30,249/-).	
4	Proof regarding registration under Service Tax.	
5	Experience / performance certificate of similar work of 25% of estimated amount executed in one year from an authority not below the rank of Executive Engineer.	
6	Partnership deed or copy of Resolution of BOD if applicable	
7	List of works currently in hand along with order reference, authority who have placed the order, amount of the order & percent of work completed till date.	
8	Turn over certificate from Chartered Accountant for the period 2015-16 & 2016-17(60% of Tender amount)	
9	Proof of EPF registration certificate.	
10	Copy of remitted EPF challan for last months for already engaged labours.	
11	Professional Tax registration certificate and receipt of last PT paid.	
12	Submit undertaking for getting Workmen's Insurance as per tender clause No.31.	
13	Submit undertaking regarding submission of ESI registration certificate.	

2. (Commercial Bid) - This should contain only price bid.

After verifying the full documents/certificate, pre-qualifications as above in Bid No.1 (Technical Bid), fulfilling the desired pre-requisites, the Bid No. 2 (Commercial Bid) will be considered / opened. If the same is not found to be meeting the pre-requisites, the Bid No. 2 shall be kept without opening.

Tender with incomplete details or not submitted on prescribed tender form etc. are liable for rejection. This office will not be responsible for delay due to internet connectivity problem or website problem. Commercial Bids comparison will be done as per tentative quantity taken in estimate.

This office reserves the right to reject any or all tenders without assigning any reason thereof.

**Executive Engineer,
Major Store, Ogalewadi, KARAD**



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Major Store, Ogalewadi, KARAD**

SPECIAL INSTRUCTIONS TO THE TENDERERS

1) **SCOPE OF WORK:** - This tender is for the Providing Outsource LDC cum Computer Operators & Peon under Major Store, Karad. Tendered for by the Contractor and accepted by the competent Authority, duly authorized in that behalf by the company at rates and delivers to the place at or within the time specified and without any extra charges or expenses to the company whatsoever other than those mentioned in the accepted tender. Work should be done as per scope of work.

A) SCOPE OF WORKS FOR LDC CUM COMPUTER OPERATORS REQUIRED UNDER MAJOR STORE, KARAD:-

The Scope of works includes:-

1. Providing the services of prospective candidates for various official work related to computers/documentation/SAP/other works covering under Major Store, Karad.
2. The candidates shall work as per the directives and the guidance given by the respective Section Head/Division Head/Engineer In-charge.
3. The Computer operators to be provided should be skilled / qualified / trained / MSCIT certified and well conversant with latest MS-office and windows software.
4. The Computer operators should be vigilant, alert, respectful and presentable in his work during the contractual period.
5. The Computer operators to be provided should have moral reputation/support and should be free from bad habits like alcoholics, thefts etc.
6. The work is to be executed under the supervision of concerned authority in office hours.
7. All the terms and condition/rules & regulations/labour laws for work contract/orders related to above work prescribed by M.S.E.T.C.L are applicable to this tender.

B) SCOPE OF WORKS FOR PEON REQUIRED UNDER MAJOR STORE, KARAD:-

The Scope of works includes:-

1. Providing the services of prospective candidates for various day to day official work such as filing / documentation / Storekeeping / bell attending / other works covering under Major Store, Karad.
2. The candidates shall work as per the directives and the guidance given by the respective Section Head/Division Head/Engineer In-charge.
3. The Peon to be provided should be skilled / trained / Qualified and well conversant.
4. The Peon should be vigilant, alert, respectful and presentable in his work during the contractual period.

5. The Peon to be provided should have reputation/support and should be free from bad habits like alcoholics, thefts etc.
 6. The work is to be executed under the supervision of concerned authority in office hours.
 7. All the terms and condition/rules & regulation's / labour laws for work contract/orders related to above work prescribed by M.S.E.T.C.L are applicable to this tender.
- 2) **VALIDITY OF THE TENDER:** - All tenders shall be open for acceptance by the Company for a period of 90 days from the date of opening of the tender and the Bidder shall be bound to carry out the work on such acceptance within this validity period. All tender documents submitted against this tender shall be deemed to comply with the conditions unless otherwise agreed by the Company.
- 3) **SUBMISSION OF TENDER:** - The tenderer must quote his rates in the SRM system by referring the Schedule - 'A'. Any variation / revision in the rates will not be allowed on any grounds such as mistake, misunderstanding etc; after the e-tender has been submitted. The tendered rate must include all charges such as work of Providing Outsource LDC cum Computer Operators & Peon under Major Store, Karad as per Schedule enclosed.
- a) All charges necessary to effect, as per schedule.
 - b) All charges such as Tax, Insurance and town duties and other imposts or similar nature.
- Being e-tender which will be digitally signed by bidder's e-tender signatory, there is no necessity to attest the documents. Further it will be presumed that all e-tender conditions that upload in this e-tender are agreed by you. The signature on each e-tender document page is not necessary. If there are deviations if any, then the duly filled deviation sheet should be submitted. The tenderers are prohibited from making any additions or alternations in the description of articles mentioned in the Schedule. The MSETCL will not be responsible for delay due to web-site related issues.
- 4) **EARNEST MONEY DEPOSIT:** - Each tenderer, will be required to pay an EMD of **Rs. 6302/-** before the due time of closing through **On-Line Only**. Request for exemption from EMD shall not be considered on any grounds. Request for payment of EMD after closing of tender and considerations of the tender shall not be entertained.
- The EMD is liable to be forfeited under following conditions:-
- i. In case the tender is withdrawn after the specified time or date of tender opening, but before expiry of the validity period.
 - ii. In case, the tenderer refuses to accept the order placed during the validity period.
 - iii. In case tenderer fails to pay the prescribed Security Deposit against an order placed within the prescribed period.
- The EMD should be paid by **On-Line Only**. No interest shall be allowed on the EMD in respect of unsuccessful tenders. The EMD will be returned as soon as the tender is finalized and upon the tenderer returning to the Company the receipt thereof duly discharged in favour of the Company.
- 5) **ACCEPTANCE OF TENDERS:-** The Company does not bind itself to accept the lowest or any tender neither will any reasons be assigned for rejection of any tender. It is also not binding on the Company to disclose any analysis report of tender.
- 6) **DISCARDED TENDER CONDITIONS:** - The Company reserves to itself the right to reject tender which does not confirm to any of the conditions.
- 7) **SECURITY DEPOSIT:**
Successful Bidder should pay security deposit equivalent to 2.5% of the value of the order. S.D. should be paid this office within 7 days from issue of the work order/LOI. Security Deposit is

payable by (a) Cash (b) D.D. (c) Bank Guarantee from a nationalized / scheduled Bank in favour of The Superintending Engineer, M.S.E.T.C.L. EHV O&M Circle, Karad within 10 Days from the dispatch of order.

In the event of the contractor failing to deposit such security within the stipulated period the company shall have full discretion to cancel the acceptance communicated the said tender.

Subject to deductions if any as per the terms of the contract, the security deposit will be returned in the normal course within 3 months after the expiry of the completion of the work. No interest will be allowed on this deposit.

8) EXECUTION OF WORK: - In the event of the tender being accepted in the whole, the successful tenderer, hereafter referred to as the contractor shall execute order immediately as and when required per Schedule - 'A' enclosed. The completion period specified shall be strictly adhered to the being, the essence of contract.

9) PENALTY FOR DEFAULT:

Penalty @ 1% per day rate will be deducted from your bills as penalty in case you default in providing computer operator, peon & driver services during any day. The deduction will be limited to the actual period of default maximum 10% of order amount.

10) FAILURE OF EXECUTION OF THE WORK:-

For failure to execute the work as per Schedule against the order in full, within the stipulated period, the Company shall be at liberty, without further notice or reminder to the Contractor to get the same work done on account of and at the risk of the contractor and the prefer a claim for the difference in price and for all expense whatsoever incurred in getting the said work done and the same shall be recovered from any payment due to the Contractor from bills or deposit or on any account such expenses will also include 15% Supervision charges.

11) ACCEPTANCES OF CONTRACT WORK:-

The work against this contract will be subject to the approval of the Officer-In-charge or any other officer deputed for the purpose. He is at liberty to reject any or the whole without assigning any reason and his decision in respect of such rejection will be final.

12) SUBMISSION OF BILLS:-

The bills for the work as per Schedule 'A' should be submitted in triplicate duly signed by concerned Dn, S/Dn In-Charge & Representative of Contractor after completion of work satisfactorily to the concern Executive Engineer. The contractor will be paid 100% payment of the bill against service entry in SAP subject to any deductions against the contract after duly so certified by the Company's Officer deputed /nominated in this behalf and within the reasonable period from the date of receipt of the satisfactory work completion report, through concerned Engineer-in-charge.

13) CONDITIONS OF TENDER AND CONTRACTOR:-

The tenders and orders/contract placed against this specification shall be governed by the Company's General Conditions of contract, the tenderer is deemed to be fully aware of these conditions and ignorance thereof shall not exempt him from his liability to abide by these conditions. The enclosed schedule, tender notice, tender form and instructions to tenderers also form a part of this specification.

14) In case of any dispute whatsoever, regarding interpretation of the terms and conditions, or quality, the decision of the Executive Engineer, Major Store, Karad will be final and binding on the contractor.

15) Any accidents occurred during the period of to any of your workers or to any outsider will be Entirely on Contractor's account and Company is not responsible for the same in any way.

16) As far as work urgency is concerned of respective department. Prospective candidates have to come in the office/field on Sunday & Holiday. That working day will be mutually adjusted by H.O.D.

17) COMPENSATION:

If any accident occurs to any of your worker/your Supervisor/or outsiders in carrying of the work will be on your account. The Company will not be responsible for such accident/compensation payment etc.

18) CONTRACT PERIOD:

The contract period will 11 months from date of LOI actual engaging of the candidate or till expenditure of the order amount. In case the regular staff is posted at the work locations, the contract will be liable to be terminated after giving one month's notice.

19) OPERATING AUTHORITY:

Assistant Engineer, Major Store, Karad,

20) QUANTITY :-

The competent authority may increase or decrease number of candidates as specified in schedule/detail order as per the actual requirement at site.

21) DAMAGE TO PERSONS AND PROPERTY:

The contractors shall indemnify the EHV Company against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property what so ever, which may arise out of or in consequence of the execution of the work.

22) Residential facility will not be provided & nobody will be allowed to stay in company premises apart from the duty period.

23) The operating personnel once provided should not be changed frequently or month to month.

24) MSETCL will not be responsible for any accident/death occurred to outsource LDC cum computer operator & Peon provided by the contractor for performing duty during contract period. All the safety rule & regulation prevailing in the area should be strictly followed by the contractor.

25) Please quote your PAN No. Service Tax No. on the bill.

26) All statutory requirements and provisions in regard with Factory Act Workmen. Compensation Act Shop and Estt. Act are binding on you e.g. CPF, insurance & others. The deviation of any of the provision you are responsible and you have to deal it with your own cost.

27) No residential or any other facilities will be provided by Company.

28) You will have to pay full compensation in case of any damage / theft, loss to MSETCL property/equipment or other property during the course of contractual period of your contract labour.

29) The MSETCL will not give any kind or leave (except mandatory), training & advance to your contract labour.

30) Absence of labour will be liable to deduction of penalty as decided by the undersigned in lieu of work order.

- 31) You will have to make payment to your contract labour as per minimum wage act 1948 amended up to date and evidence of payment made to your Labour submit to this office.
- 32) You shall be liable to fulfill all the conditions/ provisions of ESI ,PF and Minimum wage Act this office will not be responsible for the any shortcoming and liabilities out of provision of this act. Any damage, compensation, dispute, arising out of this contract will be at your cost/risks. You may submit evidence regarding payment to Regional Provident Fund or your labour.
- 33) The contract does not confer any right of employment in MSETCL services.
- 34) All the risks and liabilities for providing contract labour observing all legal formalities shall be to your account and you will have to comply, all the formalities and get the valid license including labour license, permission and pay the statutory charges/taxes as requires at your cost and risks only. The MSETCL will pay only rates accepted for labour /per month.
- 35) The outsource employee will be paid for weekly off i.e. monthly payment will be calculated as per formula, Monthly Payment = (Total present working days of month x Daily rate calculated as per chart which may vary time to time as on receipt of circulars from authority /govt. The selection of skilled & Unskilled labour will be based on respective knowledge of working at respective sections. The selection/rejection of performing/ underperforming outsource employee will be done at the discretion of EE or section heads of respective sections under this office.
- 36) The special allowance /basic pay will be paid on the basis of the circulars received from the the C.I.R.O. Corporate office, Mumbai/ published by Govt., also the rules and requirements of documents as stated in the circular issued by C,I,R,O., in this regard (Minimum wages) are binding upon you. The pay structure will be considered accordingly. The charges in pay zone type or outsource employee category skilled/semiskilled/unskilled will be applicable as & when received from respective authority.
- 37) If employee is posted by Co. against the work; the service of the concerned will be immediately discontinued by Co. without prior intimation from the date of appointment of the employee by Co.
- 38) You will have to make payment of labour in presence of your officer or authorized representative strictly and submit evidence for payment made through your labours.
- 39) If employee is posted by Co. against the work; the service of the concerned will be immediately discontinued by Co. without prior intimation from the date of appointment of the employee by Co.
- 40) You will have to make payment of labour in presence of your officer or authorized representative strictly and submit evidence for payment made through your labours.
- 41) You will have to maintain all records as required under labour laws, labour licenses ,solvency certificate ,P.F. registration, Insurance , ESI regulations, PAN No, Wages Act etc; As required for such work and should satisfy the concerned authority at your cost and risks.
- 42) You will have to observe the payment strictly in time, regularly of Professional Tax payment, Work tax, Payment of ESI, Payment of P.F., service tax payable against the contract orders.
- 43) You will have to insure contractual labours against all risks.

44) PROVIDENT FUND PAYMENT OF YOUR EMPOLYEE:-

Provident fund contribution may be deposited to provident fund commissioner & Xerox copy of challan may please be submitted with bill. Otherwise payment will not be released which may please note.

- 45) The Circulars regarding changes in the schedule rates issued by Corporate Office or Zone office will be applicable to this order and payment will be effected as per revised rates from the date of receipt of letter from the Competent Authority however order amount will not change in any case.

46) INCOME TAX & WORK CONTRACT TAX :-

Income tax & Work contract tax as per rules will be deducted from the contractor's bill.

In accordance with IT Act 1961, Income Tax will be deducted at source at the prevailing rates from the bill as 2%. Similarly any other tax deductible at source it 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.

The vendor should quote taxes in SRM itself compulsory. However, the Service Tax liability will be paid by MSETCL to S.T. authority and no Extra S.T. will be paid to agency.

47) In case the work is not executed partly or fully the balance work will be got carried out from some other agency even at higher rate and difference in cost will be recovered from your pending bill with the Company or Security Deposit will be forfeited in addition to above.

48) **Workman's Insurance:** - The Contractor shall obtain the Insurance Policy as Contractors All Risk Insurance (CAR) or Transit Cum Erection (TCE) Insurance or Erection All Risk (EAR) insurance for all the workman engaged by him for this works at MSETCL site. The policy should be drawn from insurance company entrusted by Directors of Insurance, Government of Maharashtra i.e. M/s United India Insurance Company Co. Ltd. on co-insurance cum servicing basis in the ratio of 40:60 (i.e. the Government Insurance Fund @ 40% and United India Insurance Company @ 60% which will be valid for 2 Years from date of LOI/work order.

(Contact:- United India Insurance Co. Ltd., Divisional Manager Karad Branch- Contact No. 02164-223126, 222862)

49) The undersigned reserves the right to place the work order to one or more agencies by Verifying the experience of the agency for such type of work partly or fully limited to tender value depending upon the situation.

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

51) All other Standard Terms and conditions prescribed by M.S.E.T.C.L., regarding work which is not stated here are also applicable to this contract.

52) TERMINATION OF CONTRACT :-

The undersigned reserves the right to cancel the contract , after giving due notice the contractor., in the event of the breach of contract and unsatisfactory services in any respect.

53) JURISDICTION:

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

54) While preparing comparative statement of rate following circulars are considered.

1) महापारेषण/सांका/मासं/का.औ.सं.क.क.वि/१४२ दिनांक. ०३.०१.२०१४ .

2) MSETCL/HR/LIR & EW/8893 Dtd. 12.08.2016.

If special allowance rates are changed in the mean time, before due date tenderers are requested to quote the rates as per circular No. MSETCL/HR/LIR&EW/8893 Dtd. 12.08.2016 only.

The revised special allowance rates from time to time will be considered while making payment.

55) The contractor should be submit Labour Welfare Fund certificate at the time of submission of

Agreement bond to this office.

56)As far as work urgency is concerned of respective Department . Prospective candidates have to come in the office on Sunday & Holiday. That working day will be mutually adjustment by H.O.D.

**Executive Engineer,
Major Store, Ogalewadi, KARAD**

Signature & seal of the Tenderer.



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Major Store, Ogalewadi, KARAD
CIN No: U40109MH2005SGC153646

Rfx/Re-Tender No: - 700005107 / EE/MS/KRD/Tender-02/17-18.

Sub: - Providing outsource LDC cum Computer Operators & Peon under Major Store, Karad.

SCHEDULE - 'A'

Sr. No.	Particulars.	Unit	Qty	Rate in Rs. Per day / per unit under only Zone III upto Sr. no. 3 (a)
1	Providing outsource LDC cum Computer Operators.	Nos.	03	0001.AA
2	Providing outsource peon at EHV O & M Division, Karad	Nos.	01	0002.AA

Note: - 1) Taxes should be quoted extra, if any.

2) Please refer circular No. महापारेषण/सांका/मासं/का.औ.सं.क.क.वि/१४२ दिनांक .

०३.०१.२०१४ MSETCL while quoting the rates & new circular of ESI for Satata district.

3) Regarding special allowance circular No. MSETCL/HR/LIR&EW/8893 Dtd. 12.08.2016 will be considered which may please be noted.

4) Above mentioned quantities at outsourcing persons are required for one year or till the recruitment from MSETCL whichever is earlier.

5) The tenderer must quote his final rates (including all taxes) online through SRM e-tendering portal of MSETCL (<http://srmetender.mahatransco.in/>) and not in schedule 'A' scan copy.

**Executive Engineer,
Major Store, Ogalewadi, KARAD**

Signature & seal of the Tenderer



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Major Store, Ogalewadi, KARAD
CIN No: U40109MH2005SGC153646

Rfx/Re-Tender No : -7000005107 / EE/MS/KRD/Tech/SRM E-Tender-02/2017-18.
DEVIATION FROM SPECIFICATION.

Sr. No.	Clause No.	Details of Deviation with justification.
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Signature & Seal of Tenderer

LETTER TO THE EXECUTIVE ENGINEER

To,
The Executive Engineer,
M.S.E.T.C.L. Major Store, Karad,
At Virawade Post. Ogalewadi,
Tal. Karad. Dist. Satara.

Dear Sir,

I / we agree to execute the work mentioned in the above tender at the rates herein tendered by me/us subject to the conditions of the tender which I/We have carefully read and thoroughly understood the same.

Yours Faithfully,

Name and address of the Tenderer:
With Seal