

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**  
**TESTING & COMMUNICATION CIRCLE, AKOLA.**

Superintending Engineer,  
Testing & Communication Circle,  
3<sup>rd</sup> Floor, Vidyut Bhawan,  
Ratanlal Plot,  
MSETCL, Akola



Ph.No :- (O) 0724-2426870

FaxNo :- (O) 0724-2421660

email:- setcc.akl@gmail.com

Ref. No:- MSETCL/SE/T&C/Circle/AKL/Tech/ **0297**

Date: **21.12.2017**

To,

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**Sub: -** E-Enquiry for quotation for providing services of Steno Typist / Computer Operator on outsourcing basis.

Dear Sir,

Please quote your lowest rates for providing Steno Typist / Computer Operator on outsourcing basis at T& C Circle Akola as per schedule "A", subject to terms and conditions attached herewith. The quotation may please be submitted in a sealed envelope super scribed "**Quotation for providing Steno Typist / Computer Operator on outsourcing basis** for the period of 1 Jan 2018 to 31 December 2018 **at T & C Circle Akola**", so as to reach this office on or before **30.12.2017 up to 13:00 Hrs.** In case of hand delivery, Quotation should be handed over to receipt clerk of this office. Quotations will be opened on the same day at 15:00 Hrs, if possible. M.S.E.T.C.L. will not be responsible in any manner for the postal delay of any type.

The undersigned reserves the right to accept/reject any or all the offers in part or full without assigning any reason thereof in the interest of MSETCL.

**"SHEDULE A"**

<b>Sr. No.</b>	<b>Particulars of work</b>	<b>No. of Person</b>	<b>Rate Rs. Per day for one person</b>	
1	Providing services of Steno Typist / Computer Operator on outsourcing basis.	01	Rs._____Per Day	Limited to 1.49 Lacs only. (Excluding GST)

- Note: -** 1) Please quote your rate as Inclusive of all the applicable taxes except GST, and as per minimum wages act applicable for the order latest as declared by Government.  
2) The qualification for Steno Typist / Computer Operator must have knowledge of taking short notes, computer awareness & minimum HSC passed, with MSCIT.

**SD /-**  
**SUPERINTENDING ENGINEER**  
**TESTING & COMMUNICATION CIRCLE**  
**MSETCL, AKOLA.**

**Copy to:-**

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

## **Terms and Conditions**

**1. RATES:** Agency have to submit Rates for the above work as inclusive of all taxes except GST as applicable, in rate schedule "A" enclosed h/w. The rates quoted for services of Steno Typist / Computer Operator (**SKILLED LABOUR Zone II with ESIC**) should not be less than those prescribed under minimum wages act of govt. of Maharashtra amended up to date. The prevailing rates as per the said acts may be obtained from the labour commissioner Office MSETCL Circular No. MSETCL/HR/142 dtd.03/01/2014 and special allowance as per govt. circular applicable for Zone II and the Category as per the letter received from the office of Assistant Labour Commissioner Akola will be strictly followed For the Finalization of Quotation. The rates below minimum wages act will not be accepted

**2. GST:** - GST applicable as per Govt. rule.

**3. DISQUALIFICATION:**

- a) Disclosing untrue and /or false information, or withholding information or part of information.
- b) Record of poor performance such as unsatisfactory work or abandoning the work etc.
- c) Financial shortcomings or failures in past contracts.
- d) Insufficient experience, or employing insufficient number of employees, or not employing qualified employees.

**4. AWARDING OF CONTRACT:** The Company does not bind itself to award the contract to the lowest bidder. Eligibility of the bidder, submission of all documents, past record will carry due weight age while arriving at the decision.

**5. PENALTY:-** In case the work are not completed in stipulated period you will be liable to pay at the discretion of the competent authority a penalty up to ½ % per week for delayed portion limited to maximum 10% on the contract value.

**6. TAX DEDUCTION AT SOURCE:** - Income tax and other applicable taxes will be deducted from the bills as per prevailing rules while affecting the payment.

**7. DAMAGE TO PERSONS AND PROPERTY:-** The contractor 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 whatsoever, which may arise out of or in consequence of the execution of the work

**8. CONDITIONS OF ENQUIRY AND CONTRACT:** - The enquiry and order/contract placed against this specification shall be governed by the company's General condition of contract and the agency's 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 schedules, enquiry notice, instructions to the bidders also form a part of these specifications.

**9. TERMINATION OF CONTRACT:-** The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the event of the breach of contract and unsatisfactory services in any respect.

**10. SIGNING OF CONTRACT:** Within 7 days from the date of receipt of the work order, the contractor shall enter into an agreement with the M.S.E.T.Co. Ltd. in the prescribed format on **Rs: 100/-** stamp paper. Further until the agreement is executed, the M.S.E.T.Co. Ltd. will not be liable to pay, nor the contractor shall be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor. The work should not be started until the agreement is executed

**11.** Please quote your PAN No. & GST No. on the bill.

**12.** The agency will be responsible for compliance of all statutory obligations under the factory Act, contract Labour Act, Minimum wages Act, Contribution under the C.P.F., E.F.P.S. and ESIS Act, in respect of his employee. So also the rules and regulation of Contract Labour Act, Service Tax act shall be

binding on the agency. The MSETCL will not be responsible for violation by the agency of these statutory rules and regulations. Staff insurance of your employee may be done at your end

**13. PROVIDENT FUND PAYMENT OF YOUR EMPLOYEE:** - Provident fund contribution may be deposited to provident fund commissioner & Xerox copy of Challan along with ECR may please be submitted with bill. Otherwise payment will not be released which please note.

**14.** The monthly payment of wages to outsource persons shall be made by Cheque / Fund Transfer (Through any Nationalized Bank) to individual's saving bank account. Proof of same should be submitted along with the bill. You have to generate pay slips for your respective outsource personnel

**15. SPECIAL ALLOWANCE & MINIMUM WAGE ACT:** - The Variation in Special Allowance after every six month is payable to you after receipt of requisite circular from Competent authority & for the period mentioned in the circular. You have to submit difference bill accordingly. Also any variation in Minimum wage Structure is payable to you after receipt of requisite circular from competent authority & for the period mentioned in the circular. You have to submit bill accordingly.

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

**17. Security Deposit:-** Within 7 days from the receipt of the letter of intent or work order, the Contractor shall pay a security deposit amounting to Rs 5% of the contract value by cash or bank guarantee of a nationalized / scheduled bank. The security deposit will be refunded after satisfactory completion of work.

18. All the original documents should be got verified at EHV (O & M) Circle, Akola before issue of the order by this office.

19. The bidder should not quote conditional rates related to quantity of work, payment terms etc.

20. Each employee of contractor's must be (a) within the age of 18 to 45 years (with proof). (b) Physically fit and without any disabilities or handicap. (c) While on duty, the employee's should not be intoxication of liquor, or similar material. The person should remain present in office from 9.30 to 18.30 Hrs (Lunch break from 13.00 to 14.00) on working days and shall not leave the office without prior permission and the person must be ready to work in Akola District. The period of contract will be from 1 Jan 2018 to 31 December 2018 (12 Months) or up to the exhaust of order amount, whichever is first.

21. In case of failure of contractor to carry out the work during the contractual period, MSETCL will have liberty to get the work done departmentally or from any other agency at the risk and cost of the agency. Difference in price will be recovered from the contractor

22. Bio-data of employee must be submitted to the office before joining the duties.

23. The undersigned reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

24. While submitting the quotation following document should attached with quotation.

1. Proof for Registration of Income Tax.
2. Proof for PF Registration GST Registration No.
3. List of Authorized Person (Minimum 4 Person.).
4. Valid shop and establishment registration
5. Valid Labour License
6. Valid insurance of labour under workman compensation act /ESIC Act
7. Insurance policies, Pan Card, Professional Tax Registration.

25. All disputes, differences arising out of or in connection with this contract, if concluded shall be subject to the exclusive jurisdiction Akola court only.

**SD /-**  
**SUPERINTENDING ENGINEER**  
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**MSETCL, AKOLA**

**ANNEXURE B**

Enquiry No: MSETCL/SE/T&C/Circle/AKL/Tech/

Date

Please provide Bifurcation of rates vide MSETCL'S Circular No MSETCL/HR/142 dtd.03/01/2014 and Circular No. 11874 Dt 8.11.2016

(Applicable only for providing services for Steno Typist / Computer Operator)

**1) Calculation Sheet for services of Steno Typist / Computer Operator**

Sr. No.	Particular for Break Up	Rates in Rs
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
	Total	