

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

From:  
Office of the Executive Engineer  
EHV O&M Division, MSETCL, Mirjole Road,  
MIDC, Ratnagiri – 415 639.  
Ph. No. 02352 – 231388.  
E-mail: ee3220@mahatransco.in  
Website: www.mahatransco.in

Ref. No.: EE/EHV O&M DN/RTN/T/No.02370

Date: 29.12.2017

**Enquiry**

**Sub:** Enquiry for Providing outsourcing Driver (Skilled) for departmental Vehicle at Kankavali S/DN, under EHV O&M Division, Ratnagiri.

Dear Sir,

Sealed and super scribed quotations are invited for the above said work as per terms & conditions given below. The quotations giving full particulars should reach this office on or before **05.01.2018** positively.

**TERMS & CONDITIONS:-**

- 1) **Period of order:** The period of order will be upto dt. 31.03.2018 from actual date of engagement or value limited up to Rs. 2.0 Lakhs (Rs. Two Lakhs only) including taxes whichever is exhausted earlier.
- 2) **Scope of work:** The scopes of works include providing outsourcing Driver for departmental vehicle at Kankavali S/DN under EHV O&M Division, Ratnagiri. The driver should be well experienced and have valid driving license for light moving vehicle & heavy moving vehicle.

The normal working hrs will be from 9 am to 7 pm daily on each working day. In case of urgency of work, driver should be made available before and after the normal working hours as per the instruction of Sub Division / Division In-charge. One day weekly off will be given in every week.

- 3) The contractor should submit the following documents along with their quotation, without which the quotation of concern party will not be accepted in any case.
  - Valid GST registration certificate.
  - Registration under labour law.
  - Registration under PT and register of PTRC No.
  - Registration under PF act.
  - Insurance of labour or workmen compensation policy.
  - Firm registration certificate.

- 4) **Quoting of Rates:** The contractor must quote this rate per unit specified in the schedule 'A'. The overtime and halting charges should be quoted separately. The rates quoted must include the wages as per prevailing minimum wages acts and considering the weekly off and other benefits to your employee applicable as per prevailing labour laws.

Rate should be at par or above of minimum wage act (Basic minimum wages + special allowance) + 39.69 % loading for per day duty. If the quoted rates are below the approved rates then the offer will be rejected. Rate of basic minimum wages and special allowance will be applicable for payment as notified time to time by MSETCL.

At present the terms & conditions and rates notified vide MSETCL circular No.142 dt. 03.01.2014 & 14143 dt. 30.10.2013 are applicable.

- 5) **Accident**: The contractor shall be solely responsible for the safety of their persons and Company's employee and general public including payment of compensation to be paid in case of any accident of any nature e.g. fatal/ non fatal, etc occurred due to rough driving or not following traffic rules. The contractor will also be solely responsible for the safety of Company's vehicle.
- 6) **Agreement Bond**: The contractor will have to execute an Indemnity Bond on stamp paper of **Rs.500/-** at his own cost if order is placed.
- 7) **Security Deposit**: The Agency should pay the security deposit within 7 days from the date of receipt of the order of amounting to 5% of order value in form of cash/ DD/Cheque/ FDR/ Bank Guarantee of any Nationalized/ scheduled Bank in the name of the Superintending Engineer EHV O&M Circle Kolhapur. The S.D. will be refunded after satisfactory completion of the work.
- 8) **Joining of employee**: The contractor will have to provide the person i.e. driver after receipt of work order or prior intimation from this office. If the contractor failed to do so, then the penalty at the rate 50% per day will be levied for total delayed days. The contractor will have to produce valid documents of driver to this office before joining.
- 9) **Payment of Bill**: Bills in triplicate should be sent to Executive Engineer EHV O&M Division Ratnagiri. The Dy. Manager (HR), who will verify the all documents such as attendnace, service tax, PF challan etc. & submitted to the A/C section for payment.
- 10) **Penalty**: The contractor should provide the driver daily or provide alternative driver failing which penalty of Rs.200/- will be charged per driver per day.
- 11) You should have to issue payment slip mentioning Basic, DA, HRA, Leave encashment, PF contribution, ESI contribution, PT Tax, Bonus monthly.
- 12) Income Tax applicable will be recovered from your bill as per Income Tax rule.
- 13) For any loss to the labour or company's property the contractor will be responsible and shall pay to the same.
- 14) All the disputes/ differences arising under/ out of or in connection with this contract shall be subject to the exclusive jurisdiction of Ratnagiri Court only.
- 15) The MSETCL's general terms & conditions of work contract are applicable to this order.
- 16) The company reserves the right to reject the quotation, which does not confirm to any of the condition.

Thanking you,

Encl: Schedule 'A' & Annexure 'W'.

sd/-  
(Anant Jogdand)  
Executive Engineer,  
EHV O&M Dn., MSETCL,  
Ratnagiri

Copy s.w.r.to: The Superintending Engineer EHV O&M Circle, Kolhapur.

Copy to: Dy. Manger (F&A) EHV O&M Division, Ratnagiri / Notice Board.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.**  
**EHV O&M Division, Ratnagiri.**

**SCHEDULE 'A'**

<b>Sr. No.</b>	<b>Particular</b>	<b>Unit</b>	<b>Zone</b>	<b>Qty</b>	<b>Rate/ Unit</b>	<b>Rate in % (Above/ Below)</b>
A	Providing outsourcing Driver for departmental vehicle at Kankavali S/DN, under EHV O&M Division, Ratnagiri.					
1.	Wages for 10 Hrs. Daily driving	Per Driver per day	II (Skilled)	1 Driver	472.98	
	Rates of overtime if daily hours exceeds above 10 hours.				70.00	
	Halting charges anywhere in Maharashtra other that Head Quarter.				150.00	

- Taxes if any should be quoted separately otherwise it will be presumed that the rates are inclusive of all taxes.

The Order value is Limited up to Rs. 2.0 Lakhs (Rs. Two Lakhs only) inclusive of all taxes.

**Annexure 'W'**

<b>Sr. No.</b>	<b>Location</b>	<b>Driver Required</b>	<b>Remark</b>
1.	Line Maint. S/DN, Kankavali	1	Zone II

Sd/-  
(Anant Jogdand)  
Executive Engineer,  
EHV O&M Dn., MSETCL,  
Ratnagiri