MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
CIN NO-U40109MH2005SGC153646

Executive Engineer, MSETCL, EHV O&M Dn., Sangli
Office building, Vishrambag, Tal- Miraj Dist. Sangli- 416415
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EE/EHV O&M/Dn/SGL/T/ No.   294   **Date** : **14 FEB 2018**

Subject:- Enquiry for the work of Providing of out sourcing Skilled Computer
          Operators, LDC's un-Skilled Peons at various sections & S/Dns under
          EHV O&M Division, Sangli.

Estimated Amount Limited up to:- Rs. 2,00,000/- Including GST

Dear Sirs,

        Please offer your reasonable rates for the subjected work as per Schedule 'A'
given below. The scope of work is also mentioned therein.

SCHEDULE 'A'

Sr. No.	Particular of Work / Materials	Unit	Area	Rate /Day/Person
1	Skilled, Computer Operator, LDC's at various Sections & LMSD S/Dns SAC CODE:- 998519	No.	Zone-II	Rs. ..../-
2	Skilled LDC's LMSD S/Dns SAC CODE:- 998519	No	Zone-III	Rs. ..../-
3	Un-skilled Peons at various Sections SAC CODE:- 998519	No.	Zone-II	Rs. ..../-

Rate should be quoted as per MSETCL Circular No142 Dtd 03/01/2014, MSETCL
Circular No. 1657 Dt. 14/02/2017 & Bonus Circular 11874 Dt. 08/11/2016 & in
figure

Note:- Following documents should be attached with the quotation.
   1) Certificate of Registration, 2) P.F. Documents , 3) ESIC Registration,4)
       PTRC Registration, if applicable,5) GST Registration, 6) PAN CARD
       document. 7) Experience Certificate for same.
   2) *Note:- Rates quoted should be Inclusive of all Taxes.*

1. DUE DATE   :-The quotations complete in all respects, duly sealed
                               & super scribed should be submitted through post
                               or courier or in exceptional case, by hand delivery to
                               this office on or before 20/02/2018.

2 .CONTRACT PERIOD   :- **1 Month (30 Days)** with effect from the date of
                               issue of ***Final Order/LOI*** or till the exhaust of
                               order amount.

3. VALIDITY OF OFFER   :- The offer should be valid for our acceptance for a
                               period of 60 days from the due date of opening.

        The undersigned reserves the right to reject any or all quotations without
assigning any reasons.
        Thanking you,

                                              Yours faithfully,
                                              Sd/-
Encl. Terms & Conditions   **Executive Engineer,**
                                              M.S.E.T.C.Ltd.
                                              EHV O&M DN. Sangli.

TERMS AND CONDITIONS OF CONTRACT

1) SIGNING OF CONTRACT:

Within 7 days from the date of the receipt of this work order, the contractor shall enter into an agreement with the Company, in the prescribed format. Unit the agreement is executed, the company will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the contract. The necessary stamp duty for the agreement shall be borne by the contractor.

2) SCOPE OF WORKS:

The scope of works includes providing of Computer Operator, LDC & Un-Skilled Peons for various sections & S/Dns under EHV O&M Division office Sangli. The desired qualification of the outsourced employees shall be as prescribed below.

* **Computer Operator** (Steno-Typist, Typist)**:- Should have Graduate at any stream with MS-CIT Pass**

* **Peons :- Should be able to Read & Write Marathi**

* **LDC :- Should have Graduate at any stream with MS-CIT Pass**

4) SECURITY DEPOSIT:

You should pay security deposit equivalent to 5% of the value of the order. Security Deposit is payable by (a) Cash (b) D.D. (c) Bank Guarantee from a nationalized scheduled Bank. The S.D. will be refunded after satisfactory completion of the work

5) CONTRACT PERIOD:

The contract period shall be operative for **1 Month (30 Days)** with effect from the date of issue of ***Final Order/LOI*** or till the exhaust of order amount.

6) OPERATING AUTHORITY:

The Executive Engineer, EHV O&M Dn. Sangli will operate this contract.

7) PAYMENT OF BILL:- The monthly bill in triplicate should be submitted to the EHV O & M division office Sangli at the end of each month along with the duty chart for the month. The Division office will effect the payment.

8) PENALTY FOR DEFAULT:

Penalty @ 1% per day/part of payment approved rate thereof subject to maximum 10% of order value will be deducted from your bills as penalty in case you default in providing Computer Operator, LDC's & Un-Skilled Peons during contract period. The deduction will be limited to the actual period of default.

9) TAX DEDUCTION AT SOURCE:

i) In accordance with I.T. Act 1961, I.T. will be deducted at source at the prevailing rates from the bills. Similarly any other tax deductible at source, (such as W.C.T.) if 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.

ii) The GST Tax Liability of Service Recipient (MSETCL) will be paid by MSETCL as per Reverse Charge Mechanism under GST Tax Act.

10) Out-Sourcing Staff cannot claim in future for job in MSETCL. Undersigned reserves the right to disqualify outsource staff.

11) DAMAGE TO PERSONS AND PROPERTY:
     The contractor shall indemnify the MSETCL 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.

12) 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.

13) JURISDICTION:
     All disputes, differences related to the contract shall be subject to the including jurisdiction of Sangli Court.

14) Please quote your PAN No. GST No. on the bill.

15) You will have to maintain all records as required under labour laws labour licenses, P.F. Registration, ESI regulations, Minimum Wage Act etc.

16) You will have to observe the payments strictly in time, regularly of Professional Tax payment, ESIC P.F., GST payable against the contract orders and submit the
     Xerox of amount paid.

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

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Sd/-
Executive Engineer
M.S.E.T.C. Ltd.
EHV O&M DN. Sangli

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