

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Name of Office : Office of The Executive Engineer, Telecom Division,
Office Address : Administrative Bldg, Ground Floor, At-Vijaynagar, Post - Supane.
Tal-Karad, Dist: Satara.- 415 114.
Contact No. : 02164-255109
E-mail : ee3160@mahatransco.in
CIN No. : U40109MH2005SGC153646

Ref. No. : EE/TCD/KRD/T- 26B/

Date : 3 MAR 2018

QUOTATION INVITING CIRCULAR

Sealed and Superscribed quotations are invited for providing 1 no. of skilled labour as Computer Operator & 1 no. of unskilled peon at Telecom Division Karad office & 2 nos. of drivers at Telecom S/dn, Karad & Kolhapur through outsourcing under Telecom Division, Karad.

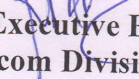
The quotation giving full details of your terms and conditions for work, validity of the rates Govt. and GST Tax etc, shall reach this office on or before **12.03.2018 upto 16.00 Hrs.**

You are requested to quote your reasonable rates with due consideration of the following points.

- 1) The rates quoted for providing 1 no. of skilled labour as Computer Operator & 1 no. of unskilled peon at Telecom Division Karad office & 2 nos. of drivers at Telecom S/dn, Karad & Kolhapur through outsourcing under Telecom Division, Karad Vijaynagar should be as per minimum wages act.
- 2) The registration no. under sales tax VAT No./GST Tax/PAN No. should be mentioned in quotation, if registered under E.S.I, the Xerox copy of your registration should be attached with the quotation.
- 3) The envelope should be super scribed QUOTATION for providing 1 no. of skilled labour as Computer Operator , 1 no. of unskilled peon & 2 nos. of drivers at Telecom S/dn, Karad & Kolhapur through outsourcing at Telecom Division, Karad,
- 4) This office reserves the right of rejecting the any or all of the quotations, without the Assigning any reason thereof.
- 5) Quantity mentioned is subject to variations.
- 6) Rates should be quoted both in words and figures, overwriting / surcharges should be attested.
- 7) Rates should be valid at least for 90 days.

Encl: Annexure 'A'

Yours faithfully,


**Executive Engineer,
Telecom Division, Karad.**

Copy s.w.rs. to : 1) The Superintending Engineer, TCC, Karad.
Copy To : 1) The Manager (F&A), Trans O&M Circle, Karad
2) Notice Board.

ANNEXURE 'A'

Sr. No.	Particulars	Unit	Qty	Rates
1	Providing outsource Computer Operator at Telecom Dn Karad.	No.	1	
2	Providing outsource Peon at Telecom Dn Karad.	No.	1	
3	Sparing of driver services of experienced Driver LV Tempo Trax / SUMO Per day basis at Telecom S/Dn. Karad.	No.	1	
a.	Rate per day of 10 hrs. duty (09.00 to 19.00 Hrs)	Rs.		
b.	For steering duty over time charges per hour after completion of 10 hrs duty time i.e 09.00 to 19.00 hrs.	Rs.		
c.	Night halt charges out of Head quarter per day.	Rs.		
4	Sparing of driver services of experienced Driver LV Tempo Trax/ SUMO Per day basis at Telecom S/Dn. Kolhapur.	No.	1	
a.	Rate per day of 10 hrs. duty (09.00 to 19.00 Hrs)	Rs.		
b.	For steering duty over time charges per hour after completion of 10 hrs duty time i.e 09.00 to 19.00 hrs.	Rs.		
c.	Night halt charges out of Head quarter per day.	Rs.		

[Signature]
**Executive Engineer,
 Telecom Division, Karad.**

TERMS & CONDITIONS

1. WORKS TO BE ATTENDED BY COMPUTER OPERATOR & PEON-

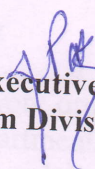
- a) For Computer Operator (A) Technical work of Karad Division office, S/Dn. offices (B) HR work of Division office, Karad & Peon for Office work such as Filing, office up keeping, attending Exe. Engr. cabin & other office Work.
- b) The work is to be executed under the supervision of concerned authority in office hours. If the work is required to be executed on holidays, you will have to depute your computer operator on holidays also. All terms and condition of work contract prescribed by M.S.E.T.C.L are applicable to this order.
- c) The contract labour to be provided should be qualified / trained and well conversant with the work preferably knowledge of above work and minimum qualification for fresh candidate will be observed.
- d) You will have to pay full compensation in case of any damage / loss to the M.S.E.T.C.Ltd's computer if not handled properly during the course of contractual period of your contract labour.

2. WORKS TO BE ATTENDED BY VEHICLE DRIVER-

- a) Normal 10 hours duty starts from 9.00 to 19.00 hrs every day and the overtime will be admissible excluding the normal duty hours. Night halt charges shall be payable only if MSETCL vehicle is required to be halted at any place other than the normal head quarter. However, either O.T. or halting charges whichever is less will be paid on a particular day limited to night halt charges.
 - b) Normal Head quarter and place of reporting for the duties of the Driver for office of the Addl. Exe. Engineer, Telecom S/Dn., Karad shall be Vijaynagar, Karad and driver for office of the Addl. Exe .Engineer, Telecom S/Dn., Kolhapur shall be Kolhapur.
 - c) The Driver should possess valid permanent L.V. driving license having experience more than 5 years and preferably public bodies too.
 - d) Daily routine and other periodical maintenance of the vehicle should be looked after by the Driver.
 - e) The contract can be terminated by the undersigned at any time without assigning any reason by giving one day's advance notice or in case of filling in post of departmental Driver.
 - f) MSETCL vehicle are insured for 3rd party risk only.
 - g) In case of accident, any claims arises are required to be borne by you for proven charges of driver's negligence during the discharge of his duties, the same shall be made good by you.
 - h) The Driver should be free from drugs and alcoholic addictions.
 - i) Lubricating oil and diesel shall be supplied by the MSET Company Ltd.
 - j) Cost of spares and maintenance shall be borne by the MSETC Ltd. fully. However if any damages caused by the Driver due to negligence, the cost of the same shall be recovered from you.
 - k) The services of driver is not required for Sunday except for emergency & urgent works. Absence of driver without intimation will be liable deduction of penalty at the rate of 100/- per day basis. If regular driver is absent more than 1 day, you will have to make alternative arrangement.
- 3. SECURITY DEPOSIT :-** You are requested to pay Security Deposit 2.5 or 5% of the total value of the order inclusive of all taxes in the office of Superintending Engineer EHV O&M Circle, Karad in Cash / D.D. / Bank Guarantee within 7 days from the date of receipt of this order. Security Deposit will be refunded after satisfactorily completion of work.

4. INCOME TAX:- Prevailing income tax will be deducted from your bill as per Income Tax Act.
5. CONTRACT PERIOD :- As per the Annexure A enclosed.
6. The contract labour should have clear antecedents and should not have involved in any criminal case acts.
7. The contract labour should be vigilant, alert and respectful and presentable during the contractual period. They should have good moral reputation and should be free from bad habits like alcoholics, thefts etc.
8. No residential or any other facilities will be provided by Company.
9. The M.S.E.T.C. Ltd; will not give any kind of leave, training and advance to your contract labour.
10. Absence of labour without intimation will be liable to deduction of penalty as decided by the undersigned.
11. You will have to make payment to your contract labour as per Minimum Wages Act 1948 amended up-to-date and evidence of payment made to your Labour should be submitted to this office.
12. M.S.E. Transmission Co. Ltd. will not be responsible for any loss, injury to labour while on duty.
13. You shall be liable to fulfill all the conditions / provisions of ESI, PF, Minimum Wages Act, this office will not be responsible for any shortcomings 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 of your labour.
14. In case of any dispute regarding execution of works of order any other, conflicting instructions of any difference of option or any ambiguity on any point the decision of the undersigned will be final and binding on all concerned.
15. The payment will be effected after receipt of bill in triplicate by you subject to availability of funds.
16. The contract does not confer any right of employment in M.S.E.T.C. Ltd;'s services.
17. The circulars regarding change in the schedule rates issued by Corporate Office or Zone Office will be applicable to this order & payment will be effected as per revised rates from the date of receipt of letter from the competent authority i.e. Chief Engineer, EHV PC O&M Zone, Karad, however order amount will not change in any case.
18. 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 required at your cost and risks only. The M.S.E.T.C.Ltd; will pay only rates accepted for labour / per month.
19. Special Allowance will be paid as per timely circulars from labour commissioner, Govt. of Maharashtra, Mumbai.
20. You will have to abide by GST Tax applicable from time to time by Govt.
21. You will have to maintain all records as required under labour laws, labour licences, solvency certificate, P.F. registration, Insurance, ESI regulations, Wages Act etc; As required for such work and should satisfy the concerned authority at your cost and risks.
22. You will have to observe the payments strictly in time, regularly of Professional Tax payment, payment of ESI, P.F. GST tax payable against the contract orders.
23. You will have to insure your contractual labours against all risks.
24. Jurisdiction of all suits / legal proceedings in regards to works, under this contract shall be the Court of Karad only.

25. Notwithstanding anything contents herein M.S.E.T.C.Ltd's terms and conditions other necessary documents / formalities shall be applicable and form part of this order.
26. An agreement is required to be executed by you with the Company on stamp paper containing all above terms and conditions of the order before its execution. The cost of stamp paper of Rs.500/- and the same should be borne by you.
27. Decision of the undersigned in respect of order is final. The order acceptance be acknowledged within 7 days failing which it will be treated as the order is accepted by you.


**Executive Engineer,
Telecom Division, Karad.**

In connection with the above subject, This office has sanctioned one post of Computer Operator, Peon & 2 nos. of Drivers of the Telecom Division, Karad & MHT-50-142 at Telecom Sub-Division Karad & Telecom Sub-Division Keshavnagar under Telecom Division, Karad. However, the drivers are not posted on both divisions. The existing order for providing outsource drivers at Telecom Sub-Division, Karad was exhausted on dated 31.03.2018.

Also, this office has outsourcing computer operator against sanctioned post of the Telecom Division, Karad & the departmental peon, post is vacant. This office has to make various correspondences with various offices regarding P.I.C.C. work, various GAD/Accounts work, Monthly correspondence / reports are to be submitted monthly. In view of above, the services of computer operator is essential & urgent for fast & speedy office work. Also unskilled labour as Peon is required as a personal staff of Executive Engineer & other office work such as filing, paper & file movements & assistance in other office work. As per the new staff order the signo typist & peon post for the Telecom Division Office is to be outsourced. The existing order for providing outsource Skilled Computer Operator & unskilled Peon was exhausted on 1.6.3.2018.

The administrative approval is already taken from Competent authority vide order under reference (2) for financial year 2018-2019 i.e. up to 31.03.2019. Hence it is proposed to place the work order for providing of outsource services of Computer Operator, Peon & nos. of Drivers under Telecom Division, Karad, from date of commencement of current order under reference (1) up to 31.03.2018.

Hence if approved, quotations will be invited from authorized agencies and also enquiry will publish on MSETCL Website.

Submitted for your approval please.


By: Executive Engineer,
Telecom Division, Karad

Executive Engineer,
Telecom Division, Karad