

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

Name of office : Executive Engineer, MSETCL, Major Stores, Karad  
Office Address : At. Virawade, Ogalewadi, Karad-415114, Dist: Satara.  
Contact No. : Tel. (O): 02164-271759, (Fax):02164-273617,  
**Email ID** : [ee3010@mahatransco.in](mailto:ee3010@mahatransco.in) Website :- [www.mahatransco.in](http://www.mahatransco.in)  
**(CIN No: U40109MH2005SGC153646)**

Ref No: EE/MS/KRD/T/No. 20

Date: 05.03.2018

**Enquiry**

**Sub: -** Enquiry for providing of Outsource UDC (F&A) & (HR) at Major Stores, Karad.

Dear Sir,

Please offer your reasonable rates for the subjected work as per Schedule A given below.  
The scope of work is also mentioned therein. **Taxes if any should be quoted extra.**

**SCHEDULE 'A'**

| Sr. | Particular   | Qty. | Unit | Rate<br>Only for Zone III<br>(Per Day Per<br>person) |
|-----|--|------|------|--|
| 1   | Providing of Outsource UDC (F&A) & (HR) at<br>M.S.Karad. | 02   | No   |  |
|     |  |      |      |  |

**Note: -** Following attested documents should be attested with the quotation.

1. PAN CARD Document.
2. Copy of work order for similar work from an authority not below the Executive Engineer.
3. Labour License.
4. PF Documents / PT registration / Last month PT Challan.
5. Certificate of Registration.
6. Service Tax registration & last paid Challan proof.

**1. DUE DATE: -**

The quotations complete in all respects, duly sealed & super-scribed should be submitted by post or courier or in exceptional case, by hand delivery to this office on or before 14.03.2018. **Upto 13.00 hrs.**


**2. 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,

**Encl: 1) ANNEXURE (W)**

  
**Executive Engineer,  
Major Stores, Karad**

**Copy s. w. r. to:**

The Chief Engineer, CC EHV (O&M) Zone, Karad.

**Copy to:**

1. Dy Manager (F&A), Major Stores, Karad.
2. Notice Board.

**ANNEXURE (W)**  
**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. Until 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 the services of prospective candidates for Major Stores, Karad. The candidates shall work as per the directions, and guidance of the respective.

The contract labour to be provided should be qualified / trained and well conversant with the work preferable knowledge of above work and minimum qualification any graduation with MSCIT for Fresh candidate will be observed.

The contract labour should be vigilant, after 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;

The work is to be executed under the supervision of concerned authority in office hours. All terms and condition of work contract, prescribed by M.S.E.T.C.L are applicable to this order.

**3) 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. No any interest will be given on S.D. deposited by contractor.

**4) CONTRACT PERIOD :-**

The contract period shall be operative from the date of actually engaging the candidates or expenditure of order amount from the date of LOI/PO whichever is earlier.

**5) OPERATING AUTHORITY :-**

Executive Engineer, Major Store, Karad will operate this contract.

**6) SUBMISSION OF BILLS / PAYMENT OF BILLS :-**

The bills for the work as per Schedule 'A' should be submitted in triplicate, to the Executive Engineer, Major Stores, Karad. You will have to make payment to your contract labour as per Minimum Wages Act 1948 & MSETCL/ED/HR/CIRCULAR No.142 Dtd.03/01/2014 amended up-to-date and evidence of payment made to your labour should be submitted to this office.

**7) PERNALTY FOR DEFAULT :-**

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

- 8) **Indemnity bond** :- You will have to executive indemnity cum agreement bond on stamp paper of Rs.500/- (Cost of stamp paper is to be borne by you only.) in the prescribed form attached herewith before commencing the work & submit the same to Executive Engineer, Major Stores, Karad & Xerox copy of the same may be submitted to office.
- 9) **TAX DEDUCTION AT SOURCE** :-  
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.
- 10) **DAMAGE TO PERSONS AND PROPERTY** :-  
The contractor shall indemnify the EHV Company against any losses and clam 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.
- 11) **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.
- 12) **JURISDICTION** :-  
All disputes, differences related to the tender/contract shall be subject to the including jurisdiction of Karad Court.
- 13) Please quote your PAN No. TIN No. on the bill, Service tax No.
- 14) All statutory requirements and provisions in regard with Factory Act Workmen. Compensation Act Shop and Estt. Acts are binding on you e.g. CPF & others. The deviation of any of the provision, contract will be responsible and will have to deal it with his/her own cost.
- 15) 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.
- 16) The Circulars regarding changes in the schedule rates issued by Government office, Corporate Office or Higher office will be applicable to this order and payment will be effected as per revised rates from the letter of Competent Authority. However order amount will not change in any case.
- 17) If any labour/ worker met with accident , it is the responsibility of the contractor to admit any provide first aid to the worker / labour and pay the compensation as per the rule/law in force MSETCL will not pay any compensation.

  
**Executive Engineer**  
**Major Stores, Karad**