



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
E.H.V. TESTING DIVISION PANVEL**

**OFFICE OF
THE EXECUTIVE ENGINEER
EHV Testing Division, Panvel
MSEDCL Employee Colony
Mumbai-Pune Road, Bhingari,
Panvel. Pin – 410 206.**

Tel. No. : 022-2745 7302

E-Enquiry

RFX No.: 7000007953

Enquiry No. EE/EHV/TEST/DIVN/PNL/Enquiry-2/2018-2019

Enquiry Particulars : Providing 1 no. of a Semi-Skilled Person to work as an LDC for GAD & HR related work at Office of The Executive Engineer, EHV Testing Dn. Panvel, Bhingari

Date for Download of Enquiry Documents: From 14.03.2018 to 21.03.2018

Last Date of Online submission of Enquiry Documents : 21.03.2018 up to 23:59 Hrs.

Probable Online Bid Opening Date : Techno-commercial Bid: 22.03.2018 at 11:00 Hrs. onwards, if possible
Price Bid: 22.03.2018 at 14:00 Hrs. onwards, if possible

Estimated Cost : Rs. 1,86,128/-

Earnest money deposit (Online payment) : 5000/-

Enquiry Fee (Online payment) : Rs. 500/- + GST (5%)

For further details visit our website: - <https://srmetender.mahatransco.in>

Contact Person:- **For Technical queries regarding enquiry:**

Executive Engineer, EHV Testing Dn., Panvel-9930667505

Dy. Executive Engineer (O), EHV Testing Dn., Panvel-9819955388

For SRM related queries in online enquiry submission:

Mr. Mohan Atak, Dy.EE, EHV O&M Circle, Panvel-9167026141

General Guidelines and Conditions to Bidders

- 1) All eligible Suppliers / Contractors are mandated to get enrolled on SRM E Enquiries (New) portal of MSETCL.
- 2) The Enquiry documents can be downloaded online from the aforesaid Website within the aforesaid date & time.
- 3) The Bidder should have to submit their online responses well in advance within the aforesaid date & time.
- 4) Payment of e-enquiry fees (Rs. 525/-) and EMD should be made by the bidder online only. Bidder can pay through Credit Card, Debit Card or Netbanking. The payment confirmation will be done by Corporate Office. For Payment confirmation, send complete Enquiry No./ Amount / transaction id and mode of payment (i.e. through Credit Card or Net Banking) copy directly from bidders to following mail ids : -
 - a. etenderadmin@mahatransco.in for Technical issues
 - b. etenderfisupport@mahatransco.in for Financial issues
- 5) In no case exemption for payment of earnest money will be granted. As such the Bidder is requested not to make any request for exemption. The enquiry without E.M.D. will not be considered.
- 6) The Enquiry Document will be opened online on **Dt. 22.03.2018 at 11.00 Hrs** onwards if possible in the office of Executive Engineer, EHV Testing Division, Panvel
- 7) MSETCL will not be responsible for non-submission of Bid due to any Website related problems.

TERMS AND CONDITIONS OF CONTRACT

PART- I

1. NAME OF WORK:

Providing 1 no. of a Semi-Skilled Person to work as an LDC for GAD & HR related work at Office of The Executive Engineer, EHV Testing Dn. Panvel, Bhingari

2. BID SHOULD BE COMPOSED OF THE FOLLOWINGS:

i) Commercial (Price) Bid:- This bid contain the rates quoted by you as per the schedule.

ii) Techno-Commercial Bid:- This will be opened prior to the commercial bid and should contain all the required documents for eligibility to open the Commercial bid.

3. ELIGIBILITY:

- 1) He should have executed single order. List of work executed and order copies should be enclosed for two years
- 2) The firm should have staff conversant with the above work.

4. EMD :

E.M.D. is to be paid online. The enquiry will not be opened unless E.M.D. is paid. The E.M.D. of the unsuccessful bidder will be returned after the issue of work order to the successful bidder. The E.M.D. of the successful bidder will be returnable after payment of S.D. by him.

5. DOCUMENTS TO ACCOMPANY THE BID :

(This should be submitted to qualify for the Techno-Commercial Bid. This will be opened prior to the commercial bid.)

- i) Documents substantiating the eligibility criteria as per cl. 3& 4 above.
- ii) Up to date Income Tax Clearance Certificate/Return V for last three years.
- iii) Registration under M.S.T./C.S.T & Service Tax and last paid challan.
- iv) Registration under Workman compensation Act.
- v) Registration under Shops and Establishment Act.
- vi) Registration under Professional Tax.
- vii) Registration under PF/EPF and last paid challan.
- viii) Registration of firm, bank details (Name and account No.), full address, and Pan Card.
- ix) If the Bidder is registered in unemployed Co-operative Society/Sanstha, please submit the registration documents.

6. VALIDITY OF OFFER: The offer shall be kept open for our acceptance up to 120 days from the date of opening of the enquiry.

7. DISQUALIFICATIONS :

- i) Disclosing untrue and /or false information, or withholding information or part of information.
- ii) Record of poor performance such as unsatisfactory work or abandoning the work etc.
- iii) Financial shortcomings or failures in past contracts.
- iv) Insufficient experience, or employing insufficient number of employees, or not employing qualified employees.
- v) Non-payment or requisite E.M.D. & Enquiry fee.

8. 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 weightage while arriving at the decision.

The bidder should not quote conditional rates related to quantity of work. The company reserves the right to cancel the enquiry without giving any reason thereof or to award the contract to more than one bidder by splitting the enquired quantity.

**EXECUTIVE ENGINEER
EHV TESTING DIVISION, PANVEL**

TERMS AND CONDITIONS OF CONTRACT

PART II

1. Scope of work for LDC:

1. Scope of work involves Marathi and English typing work on Computer in EHV Testing Division Office, Panvel.
 2. Attending calls of technical section, movements of files, filing of papers and any other related works in EHV Testing Division Office, Panvel
 3. Performing GAD and HR related work in the Division, Handling Inward and Outward, Pay bills and other related ERP work
2. The LDC should be literate with minimum qualification of 12th pass. Preference will be given to graduate, honest, experienced and physically fit candidate in the age group of 21 to 45 years.
3. The bidder should check up character and antecedents, name and full address, medical fitness and police verification, etc. of the employed person at his/her end and keep the same with him/her and whenever asked for the same should be produced to this office.

4. Acceptance of Enquiry:

(1) The M.S.E.T.C.L. reserves the right to reject any or all the enquiries without assigning any reason thereof. There is no binding on company to disclose any analysis or report or notes to the bidder. The bidder on his part should bind himself to carry out the work at rate quoted by him. The company reserves the right to reject any enquiry which does not confirm to any of the conditions. The decision for finalization of enquiry will be taken either for all together or partly depending upon the time available in the hand of the undersigned.

(2) The decision regarding acceptance of enquiry shall be intimated by company, within a period of **120 days** from the date of opening of Enquiry and the bidder shall be bound to complete the work when the acceptance is intimated at Bidder's address. The contract will be awarded after ascertaining financial and technical capabilities and evaluation of bid.

5. Taxes and Duties:

Rates quoted should be specifically mentioned **for labour rate as per minimum wages Act, PF, ESI, etc., separately in Schedule 'B' of respective zones as per rule.** The taxes & duties which are to be deducted by MSETCL & deposited to the Govt. will be deducted from bills & certificate to that effect should be issued. If the rates are not quoted as above of all these taxes & duties such offers will be rejected. The rate should be exclusive of all taxes & duties. **Taxes will be applicable as per prevailing rate.**

6. Due date of Enquiry:

All the enquiries received up to the due date and time will be opened as far as possible on the specified date and time. In case of urgency of work on the specified date, same will be opened on next working day.

7. Miscellaneous:

1. No modification of any kind such as rebate etc. in the enquiry value will be accepted after due date and time or receipt of enquiry. No deviation from specification will be allowed.
2. The bidder will be presumed to be aware of Company's general conditions of contract and general conditions of work contract which are bindings as far as they are applicable in respect of this contract.

3. The decision of the Executive Engineer, EHV Testing Division, Panvel about the interpretation of any terms and conditions of this enquiry specification including annexure and booklets of general terms and condition and order placed under this enquiry shall be final and binding on the bidder.
4. The complete enquiry document shall be deemed to be form of the item rate contract and work orders if any when placed and shall be binding on the bidder.
5. Conditional enquiries are liable for rejection.
6. If any bidder wished to inspect the site at his cost before submitting the offer he can do so with the prior intimation to the undersigned.

8. Other Terms & Conditions:

1. If labour is found under the influence of liquor during the duty period, such labour will be disqualified for doing duties during the entire period of contract & note will be taken on account of service provider. To provide the substitute against this, will be Bidder's responsibility.
2. The labours should be vigilant alert and respectful while on duty. They should have good moral reputation and should be free from bad habits like alcoholic, theft etc.
3. The labour should have clear antecedents & should not have been involved in any criminal case, etc.
4. Working timings will be 10:00 am to 05:30 p.m. for LDC
5. The holidays will be as per the holiday list of the office where the labour will get engaged.
6. **The police verification of the labours shall be governed at your end.**
7. The Contractor shall comply with the provisions of minimum Wages Act- 1948, Workmen Compensation Act 1923, Industrial Dispute Act 1947, ESI 1948, P.F. Act 1948, the contracts labour (R &A) Act 1970, Child Labour Prevention Act 1986, The Equal Remuneration Act 1976 (Section No. 4) or the modification thereof or any other laws relating thereto and the rules made there under from time to time.
8. Rate of skilled labours should be as per the minimum wages act declared by Govt.of Maharashtra time to time will be applicable. Also the increase in minimum wage /special allowance declared by the Govt. of Maharashtra time to time will be given accordingly.

9. Period of contract:

The order for the period of Twelve months will be placed with the agency whose rates and offers are found suitable. The undersigned however reserves the right to place the order for any shorter period and to terminate the order at any time if the services are not found satisfactory.

10. No child labour shall be provided.

11. Validity of Enquiry:

All enquiries shall be open for acceptance by the company for a period of **120 days** from the date of opening of the enquiry and the Bidder shall be bound to so carry out the work on such acceptance within, this validity period dispatched on Bidder's address. All bids submitted against this enquiry shall be deemed to comply with the conditions unless otherwise agreed to by the company.

12. 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 on the Stamp Paper, until the agreement is executed, the company 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.

13. Security Deposit:

Every enquirer whose enquiry is accepted either in whole or in part should submit security deposit within **15 days** from the date of receipt order by way of security for the due and proper fulfillment of his contract by Cash or D.D drawn in favour of Superintending Engineer EHV O&M Circle, Panvel. The Bank Guarantee of any nationalized Bank will be accepted against Security Deposit. The Security

Deposit Payable at **5% of the amount of the order**. In the event of Contractor, failing to deposit such security within the stipulated time limit, the company shall have full discretion to cancel the acceptance communicated to the said enquiry subject to deductions, if any as per the terms of the contract. **The Security deposit will be returned after the completion of the work satisfactorily and submission of documents regarding the deposition of P.F. & ESI applicable for all labours in the work order subject to deductions if any. No interest will be allowed on this deposit.**

14. Execution of work:

In the event of enquiry being accepted in the whole, the successful bidder, hereafter referred to as the contractor shall execute order immediately as per Schedule enclosed.

15. Submission of bills /Payment of bills:

The bills for the work as per Schedule 'B' should be submitted in triplicate, to the Executive Engineer, EHV Testing Division, Panvel along with certified attendance report of labours. The bills should be submitted before 3rd of every month. The contractor will be paid the bills, subject to any deductions against the contract after duly so certified by the Engineer-in-charge and within the reasonable period.

16. In case of any dispute whatsoever, regarding interpretation of the terms and conditions the decision of the Executive Engineer, EHV Testing Division, Panvel will be final and binding on the contractor.

17. Compensation:

If any accident occurs to any of your worker/or outsiders in carrying of the work will be on your account. The company will not be responsible for such accident/ compensation payment etc. All the safety rule and regulation prevailing in the area should be strictly followed by the bidder.

18. Income Tax & Service Tax:

Income tax as per rules as per prevailing rates will be deducted from the contractor's bill. The Service tax as per central Govt., rules will be paid by the agency and information for the same is to be submitted as and when required.

19. PF contribution as per rule shall be paid by the agency and information for the same is to be submitted along with the bill.

20. All other standard terms and conditions prescribed by M.S.E.T.C.L., regarding outsourcing of labours which are not stated here are also applicable to this contract.

21. All disputes differences related to the enquiry / contract shall be subject to the jurisdiction of Raigad District court.

22. The work should be executed as per Schedule enclosed at EHV Testing Division, Panvel and as per instructions of the undersigned or concerned Engineer –incharge.

23. The undersigned reserves the right to reject any or all applications without giving any reason.

24. The enquiries and orders/contract placed against this specification shall be governed by the Company's General Conditions of contract, the bidder is deemed to be fully aware of these conditions and ignorance thereof shall not exempt him from his liability to abide by these conditions.

**EXECUTIVE ENGINEER
EHV TESTING DIVISION, PANVEL**

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
EHV TESTING DIVISION, PANVEL**

SCHEDULE – ‘A’

Enquiry No. EE/EHV/TEST/DIVN/PNL/Enquiry-2/2018-2019

1)	Period of contract on hire basis	: -	12 Months (Up to 31.03.2019)
2)	Description of Work:	: -	Providing 1 no. of a Semi-Skilled Person to work as an LDC for GAD & HR related work at Office of The Executive Engineer, EHV Testing Dn. Panvel, Bhingari
3)	Unit	: -	Month
4)	Qty.	: -	12
5)	Per month rate in Rs.	: -

Sign & Stamp of the Agency

**EXECUTIVE ENGINEER
EHV TESTING DIVISION, PANVEL**

UNDERTAKING

To,
Executive Engineer
Maharashtra State Transmission Co. Ltd.
EHV Testing Division, Panvel

Dear Sir,

I / We agree to supply the material noted above at the rates herein enquired by me / us subject to the conditions of the Enquiry and supply above which I / We have carefully read and which I / We have thoroughly understood and to which I / We hereby agree.

I / We hereby agree to keep this offer open for 60 days from the opening date of the enquiry and shall be bound by communication of acceptance dispatched within the prescribed time.

Yours faithfully,

Seal and Signature of the Bidder

Date:

Address:

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV TESTING DIVISION, PANVEL**

1	The name and address of the Firm Company participating in the E-Enquiry	
2	The name and address of Proprietor/ Partners/Director of the Firm/Company	
3	Name and Contact Number of the Contact Person	

Seal and Signature of the Bidder

Date :

Address: