

Office of The Chief Engineer
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Date: 18.05.2018

To,

All Vendors

Sub: Invitation of e-quotations for hiring of agency for providing services of punching/data entry operation of 2 no. Computer operators at SLDC, MSETCL complex, Airoli.

Dear Sir,

Sealed quotations are invited for hiring of agency for providing services of punching/data entry operation of 2 no. Computer operators at SLDC, MSETCL complex, Airoli. The quotation should reach this office on or before 01/06/2018 up to 15.00 Hrs.

Terms & Conditions:-

Scope of work: -

- 1) 2 no. computer operators for punching/data entry operation services in Energy accounting section.

Estimated cost for the work as per Schedule-A is Rs.2,85,265 Lakhs.

1. **Price basis:** The rates quoted shall be firm and should be inclusive of all charges viz. labor handling charges and other statutory charges etc.
2. **Payment:** Payment will be made on monthly basis. No advance payment will be made.
3. **Security Deposit:** You will have to pay security deposit amounting 5% of the value of the order within 7 days of date of issue of order & same will be refunded to you after satisfactory execution of the order. In the event of unsatisfactory performance of the contract, or non-compliance to T&C this amount will be forfeited.

4. Working Timing: -

For Tele-fax cum computer operator the working hours will be 09.30 Hrs to 17.30 Hrs. **Lunch Time:** 13.30 Hrs to 14.00 Hrs

5. Work shall be carried out strictly as per the direction and to the satisfaction of the respective section In-charge.
6. **Taxes & deductions;** Rates shall be quoted inclusive of all taxes. However taxes as applicable will be deducted from your bills as per rules.
7. **Contract Period:-**Contract period will be of 09 months from the date of issue of order.
8. **Validity:** The validity of quotation shall not be less than 60 days.
9. If any accident occurs to the contractor's labour, while on duty , department will not be responsible in any way either legal or financial for the accident to the contractor's labour and the same shall be at the risk and cost of the contractor. The contractor will have to pay the compensation as per workman's compensation Act to the labors.
10. **Laws & Regulations:-** The contractor shall be responsible for the compliance of all statutory obligations under the Factory Act, Contract Labour Act, Minimum Wages Act, Contribution under EPF and ESI Act, Workmen Compensation Act, Industrial Dispute Act, Bonus Act and any other Labour Laws and Rules as applicable from time to time. etc as applicable in respect of his employees. It will be the Contractor's responsibility to maintain various registers required under various contract Acts and shall be produced on demand to this office or Government Authority for verification.
11. **The rates quoted should not be less than those prescribed in the scheduled employment which is in force time to time under Minimum Wage Act, Govt. of Maharashtra.**
12. **Insurance:-** You have to obtain Contractors All Risk(CAR) insurance & workman's compensation insurance from M/s United India insurance Co. Ltd. entrusted by Director of Insurance, Govt of Maharashtra on co-insurance cum servicing basis in the ratio of 40:60 (i.e Government Insurance fund @ 40% and United India insurance Co. Ltd @ 60%).
13. If the above insurance policy not drawn then as per Govt of Maharashtra directives one percent amount (1%)of the contract value will be deducted and the same will be deposited to Director of Insurance, Govt of Maharashtra through cheque/Demand draft.
14. The contractor shall deploy personnel only after proper verification of his antecedents and confirmation of good conduct. The contractor shall be responsible for good conduct and proficient services of his employees in the office premises.
15. The contractor shall at his own cost comply with the provision of all relevant rules, orders, and notifications of central as well local authorities as applicable from time to time., his work force and the subject work. However, certain acts, rules are specified below for compliance by the contract, through the compliance is not limited to the below mentioned laws only :-

(a) Minimum wages act,1948 (b) Contract (R&A),1970 (c) Industrial disputes act,1947 (d) Workmen's compensations act 1923 (e) Shops/factories & commercial establishment act (f) Payment of gratuity act 1972 (g) Payment of bonus act 1965 (h) payment of wages act 1936 (i) Employees provident fund act ,miscellaneous provision act,1952 (j) ESI Act, all other allied acts ,rules, regulations, bye- laws, orders and notifications etc. present and future as applicable from time to time for legal execution of subject work and protection of labour. It will be the Contractor's responsibility to maintain various registers required under various contract Acts and shall be produced on demand to this office or Government Authority for verification.

16. All liabilities arising from labour/employees of contractor, working for the subject work, should be borne by the contractor only. SLDC, MSETCL will not have any liability whatsoever on account of employees/labour of the contractor.
17. The contract shall employ only adult workman for his work and shall conform to social accountability norms stipulated in SA: 8000 standard.
18. Contractor shall ensure that monthly salary of each of the deployed manpower is paid in to their respective saving bank account. In case any worker not having such bank account, it shall be responsibility of the contractor to open saving bank account (salary account) for those personnel, and deposit their monthly salary through bank account only.
19. A copy of salary disbursement sheet, attendance sheet, proof of remittance of PF,ESIC for the people employed for this work, and all other allied relevant documents as per concerned statutory act shall be submitted along with monthly bills by the contractor.
20. Contractor shall ensure that deployed manpower is not replaced frequently. In any case, all manpower replacement must be approved by officer In-charge in advance prior to deployment of manpower.
21. If the contractor fails to execute the work in time or fails to meet the specified standards. The under signed reserves the right to get the work done by other agencies/contractor at his risk and cost of the contractor and the amount that was spent by SLDC,MSETCL towards getting the work done by employing another contractor ,is to be borne by the contractor.
22. The contractor and his deployed manpower shall strictly abide by the non closure commitments related to all kinds of information, documents, security particulars etc. in respect of all SLDC office premises and details of its functioning and other confidential information related to the establishment, to which the contractor and/or his deployed manpower shall have access to during the course of work.

23. If any damage occurs to the M.S.E.T.C.L.'s property during execution of the above work, you will have to make it good at your own cost

24. Your quotation should have self attested copy of following documents-

- a. PAN Number
- b. Registration Certificate of Bombay shop & Establishment act 1948
- c. Labour contractor license
- d. PF registration
- e. GST
- f. ESIC registration
- g. List of completed orders during any one of previous 5 financial years along with order reference, authority that have placed the order, amount of order. However the cost of single order shall be not less than the amount equal to 30% of the estimated cost.
- h. Proof regarding payment of income tax to IT department in saral form for last two financial years.

If the quotations submitted without any above said essential documents, such quotations are liable for rejection.

25. If any accident occurs to your crew during execution of works, M.S.E.T.C.L. will not responsible for any legal liability / compensation arising out of the same.

26. The Competent Authority make relax one or more qualifying conditions at the time of opening of quotations if required, if in interest of MSETCL.

27. Educational Qualifications :

Computer operator.

- a) The candidate must be SSC/HSC passed with minimum 50%.
- b) The candidate must have MS-CIT certification (Govt. of Maharashtra).

28. The undersigned reserves the right to cancel any invalid quotation or the whole enquiry without assigning any reasons thereof.

29. Quotations received after due date & time will not be accepted.

Sd/-

(Vasant Pande)

Superintending Engineer (Adm./IT)

MSETCL, MSLDC Airoli

Schedule-A

Sub: Hiring of agency for providing services of punching/data entry operation of 2 no. Computer operators at SLDC, MSETCL complex, Airoli.

Sr. No.	Particulars	No. of persons	Rate/month	period	Amount
1	Hiring of agency for providing services of punching/data entry operation of 2 no. Computer operators at SLDC, MSETCL complex, Airoli.	2		09 months	
2	Sub total-1				
3	GST Tax @18%				
4	Grand Total				
5	In words;				

SD/-

(Vasant Pande)

**Supdtg. Engineer (Admin-IT)
SLDC, MSETCL, Airoli**

Seal & Signature of Contractor :

Date :

Name :

Address :

PAN No. :