

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

Office of the

Superintending Engineer

EHV Project. Circle, Administrative Building,

Wing 204, 2<sup>nd</sup> Floor, N-11, Opposite Central Jail, Harsool

Email ID :se2600@mahatransco.in; seprojectsabd@gmail.com

SE/EHV/PC/A'bad/Tech/' 2250-3

Dt. 26 NOV 2018

To,

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**Subject: - Enquiry for providing outsource services of Computer operator/ LDC/ Typist & Peon at EHV Project Circle office, Aurangabad.**

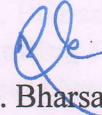
Dear Sir,

The sealed and firm quotations are invited by the undersigned for providing outsource services of Computer operator/ LDC/ Typist & Peon at EHV Project Circle office, Aurangabad as per the Schedule A attached herewith. Terms & conditions mentioned below.

**TERMS & CONDITIONS :**

1. The quotation is to be submitted to the office of Superintending Engineer, EHV Project Circle, Aurangabad subscribing on the envelope with writing ' QUOTATIONS FOR-
2. 100% Payment will be made after actual completion of the work duly recorded by the concerned. Subject to availability of funds.
3. Rate should be quoted both in figures and words without violating minimum wages act.
4. Taxes if any shall be mentioned separately.
5. The offer must be valid for 30 days.
6. It is requested to enclose;
  - A. Proof of registration of firm under Bombay shop & Establishment Act.
  - B. Proof for GST registration
  - C. Proof of EPF registration.
  - D. Proof of ESIC registration.
  - E. Proof of professional Tax registration.
  - F. Proof of Maharashtra labour welfare fund registration.
7. The undersigned reserves the right to reject any or all quotations without assigning any reasons thereof.
8. The sealed quotations should be submitted by Registered Post or by Hand at above mentioned postal address. The due date for submission of quotation is 03.12.2018 at 17:00 Hrs. and will be opened on the same day, if possible.

Yours faithfully,



(A.R. Bharsakle)

**Superintending Engineer,  
EHV Project Circle, Aurangabad**

**Encl:** Schedule (A)

**Copy to:** Sr. Manager, EHV Project Circle, Aurangabad.  
The Notice Board.

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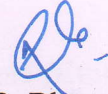
Dt.

**Schedule "A"**

Sr. No.	Particular of Work	No. of Computer operator/ LDC/ Typist & Peonto be engaged	Minimum Qualification Required	Rate per month per person (Rs.)
1.	Providing outsource services of Computer operator/ LDC/ Typist (skilled) at EHV Project Circle office, Aurangabad. <b>(Zone II with ESIC)</b>	As per Actual	<b>Computer Operator/ LDC/Typist</b> (Minimum qualification Graduate with Computer knowledge, MSC-IT)	
	Providing outsource services of Peon (Unskilled) at EHV Project Circle office, Aurangabad. <b>(Zone II with ESIC)</b>		<b>Peon</b> (Minimum qualification H.S.C. level)	

**Note:-**

1. The rates offered should be inclusive of P.F., E.F.P.S., Bonus, Gratuity (Inclusive of all statutory payments & all other applicable Government taxes if any). The rates should be quoted exclusive GST (Goods & Service tax).
2. The rates should be quoted purely unconditional. Conditional quoted quotation will be reject
3. No Separate charges will be allowed for Supervisor's.
4. Agency should do the payment to the outsource person on 7<sup>th</sup> of every month.
5. Agency should keep separate attendance sheet & payment register (Attendance cum wage register).



(A.R. Bharsakle)  
**Superintending Engineer,**  
**EHV Project Circle, Aurangabad**