

MAHARASHTRA STATE ELECT. TRANSMISSION CO. LTD.

[CIN No. U40109MH2005SGC153646]

Executive Engineer (C) EHV CCCM Division, Vidhyut Bhavan Shivaji Nagar, Amravati – 444603 Phone No.:- 0721-2663659 Email Id :- ee1710@mahatransco.in Web Site :- www.mahatransco.in

No. EEC/EHV/CCCM/AMT/Tech/ **1087**

Date:- **06.12.2018**

E-QUOTATION

To,

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Sub:- Quotation for providing services for punching/Data entry operation of SAP activity such as P.O. , P.R. , and SRM activity, SRM e-tender process on job work basis at Technical section of EHV CCCM Division Amravati

Due On:-13.12.2018

Dear Sir,

Please quote your lowest rate for above said work subject to terms and conditions stipulated below. The quotation may please be submitted in a sealed envelope super scribed as Quotation for **“Providing services for punching/Data entry operation of SAP activity such as P.O. , P.R. , and SRM activity, SRM e-tender process on job work basis at Technical section of EHV CCCM Division Amravati.”** so as to reach this office on or before **13.12.2018** up to **13.00** Hrs.

The certified true copy of registration under shop and establishment act, **EPF act and Goods service tax act(GST) etc**, shall be submitted with the offer. The offer of the firm not registered under EPF act shall not be accepted please note. In case of hand delivery quotation should be handed over to receipt clerk of this office on or before the due date & time.

Terms and Conditions

- 1) The rate shall be as per minimum wages act applicable for the order.
- 2) All work as per day requirement shall be done in office hours and on working days. In case of urgency computer operator shall attend the given work on Sunday and holiday with prior approval of the contract operating authority.
- 3) If the work of person provided by you against the order found unsatisfactory the contractor shall engage the other well experienced candidate at our request.
- 4) The person engaged by you should have experience of all types of typing, data entry, E-mail work on computer in Marathi and English.

- 5) The persons should remain present in office from 10.00 to 13.30 and 14.00 to 18.00 Hrs on working days and as per necessity of urgent work & shall not leave the office without prior permission of the Addl. E.E.(C).
- 6) The period of contract will be for 6 months from issue of order.
- 7) The record of attendance shall be maintained in a register properly duly attested by the Addl. E.E. (C) of Division Office.
- 8) You will be responsible for any accidents either fatal or non- fatal occurred to your persons during the course of work, the compensation arising due to this is to be borne by you.
- 9) The total estimated amount is **Rs. 92196.00/-(approx.)**
- 10) The contractor shall have to pay Earnest Money Deposit (**E.M.D.**) of **Rs.950/-** along with the quotation in the form of D.D. in Favour of E.E. (Civil), EHV CCCM Dn. Amravati
- 11) You will have to pay SD 5 % of order amount within 7 days from the date of acceptance of the order if order issued to your firm.
- 12) Monthly bill shall be submitted in triplicate, to the concerned office.
- 13) Income tax will be deducted as per existing rules from your monthly bills.
- 14) The contractor is solely responsible for compliance of statutory obligation under shop and establishment act, Labour contract act ,minimum wages act etc, workman compensation act and PF act etc as per the relevant act and rule in force.
- 15) The payment of EPF , GST & other applicable taxes (if applicable) to concerned Govt. department is entirely the responsibility of contractor and no extra amount for that will be paid to you by MSETCL in any case.
- 16) You should strictly follow existing minimum wages act and labour act.
- 17) All disputes arising with above quotation/ order will be subject to exclusive jurisdiction of Amravati court only.
- 18) Any damages to MSETCL's property during the course of execution of work due to mishandling will be recovered from you.
- 19) The undersigned reserves the right to terminate this contract at any time or stages without assigning any reason.
- 20) All T&P like computer, pen-drive etc. will be provided by this office.
- 21) The rates are inclusive of all Taxes/GST
- 22) The blank quotation copy shall be available in EHV CCCM Dn. Amt. free of cost, during the working hours from **07.12.2018 to 13.12.2018**

Sd/-
Executive Engineer (C)
EHV CCCM Division AMRAVATI

Copy s.w.rs.to :

The Superintending Engineer (C), EHV CCCM Circle Amravati.

Copy to :-

- 1) The Dy Manager (F&A), EHV/CCCM Division/Amravati.
- 2) Head Clerk (HR) , EHV/CCCM/Division/Amravati.
- 3) Notice Board
- 4) M/F.

Schedule B

Sr No.	Particulars of work	Qty	Unit	Monthly Rate	Amount
1	Providing services for punching/Data entry operation of SAP activity such as P.O. , P.R. , and SRM activity, SRM e-tender process on job work basis at Technical section of EHV CCCM Division, Amravati.	6 Months	Per months (On job work basis)	15366.00	92196.00

Sd/-
Executive Engineer (C)
EHV CCCM Division AMRAVATI

I am/ we are ready to execute the above said work:----- % (in fig.)
_____percent (in words) at par/ above / below the
estimated cost.

Signature of the contractor