



**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/

1018-1

E-Inquiry

Dt. 30 APR 2019

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.
  - G. Experience certificate
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 **08/05/2019 at 17:00 Hrs.** and will be opened on the same day, if possible.
9. Quotation shall be sent under sealed cover duly super scribed as Quotation for providing outsource services of Computer operator/ LDC/ Typist & Peon at EHV Project Circle office, Aurangabad & Enquiry No. -----
10. Quotations received after due date (and time) will not be considered and this office is not responsible for any postal delay.
11. Time Period for the work is 6 (Six) month.
12. Total Security Deposit :

Within 7 days from the date of issue of letter of intent/ work order, you will pay security deposit as prescribed in work order in the office of the Superintending Engineer, EHV Projects Circle Aurangabad. The Security Deposit amounting 5 % of work order value in form of cash or Demand Draft or fixed Deposit receipt of Bank Grantee in company's standard performa. The Demand Draft/ FDR shall be drawn in favor of the Superintending Engineer, EHV Projects Circle Aurangabad by Nationalized / Scheduled Bank.

13. The contractor has to pay EMD of **Rs 3000/-** in cash / In form of DD of any Nationalized Bank in favor of Superintending Engineer EHV Projects Circle, MSETCL Ltd. Aurangabad. The DD of required amount if not found in the envelop the quotation will be rejected.

14. Refund of security deposit.

Total security deposit shall be refunded to the contractor in spite of any delay in the finalizing of the final bill within a month from the date of expiry of maintenance period, provided that all works under the contract shall have been completed satisfactorily by the contractor.

15. The rates shall be quoted in the work schedule "A" The rates and amount shall be written both in figures. The rates shall be written legibly and shall be free from eraser. Overwriting or conversions of figures correction and where unavoidable shall be made by Crossing out initiating, dating and rewriting.

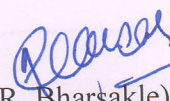
16. No labor assistance and T&P will be provided by the company.

17. Offer should be quoted on the 'Schedule A' attached with the enquiry.

18. The quotation should be submitted strictly as per our requirement; any additional condition/shortfall left in offer letter shall cause rejection of quotation.

19. Agreement on bond of **Rs.500/-** shall be executed by you at your own cost within 7 days from receiving work order.

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