

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

From: Superintending Engineer,
Name of Office: Testing & Communication Circle
Office, Nashik-Road.
Office address: City Arcade, 3rd Floor, Ingale
Nagar, Nashik Road (422101)
Contact No: 2418077 (P) 2418078
Email Id: se5500@mahatransco.in.

Ref. No. SE/TCC/NSK/T/E-enquiry/

413 = =

Date : 11 8 NOV 2021

E - Enquiry

To,

Sub.:- Providing services of experienced outsourced (Skilled) driver on per day basis for driving MSETCL TATA Sumo vehicle at Mobile Testing Unit under TCC office Nashik.

Ref.:- 1) Requirement from Addl.EE/MTU/Nil Dtd. 13.08.2021

Dear Sir,

The quotations are invited for providing services of experienced outsourced driver for driving MSETCL (Company's) TATA Sumo (MH-15 AK-1310) as per minimum wages act. The quotation may be submitted in single quotation having 2 separate envelope for technical & commercial offer to this office on or before 26.11.2021 at 13:00hrs. The jurisdiction of this circle and Mobile Testing is in 5 districts i.e. Nashik/Nagar/Dhule/Jalgaon/Nandurbar and Mumbai Corporate Office/City. The vehicle is preferably utilized for Mobile Testing Unit and during outstation tours halting is necessary particulars are as below:

TERMS AND CONDITIONS:

1. **Statutory documents to establish Eligibility:** The agency shall specifically ensure compliance of various Laws/Acts, including following Laws / Acts, and their enactments / amendments / modifications, if any.
 - i. The Employees' Provident Fund Act, 1952
 - ii. The Bombay Shops and Establishment Act, 1948
 - iii. The Contract Labour (Regulation and Abolition) Act, 1970 and Rules there under
 - iv. The Employees' State Insurance Act, 1948
 - v. Any other relevant Act / Rules in force
 - vi. The bidder must have office in Maharashtra and shall be in the business of providing manpower to various establishments in Maharashtra.

2. Technical & Financial Qualifying Criteria for the Bidder

The bidder shall submit the following registration details of Regulatory Authority/ departments.

- i. Current valid copy of Employees' Provident Fund Act, 1952.
- ii. Current valid copy of registration under Shops and Establishment Act.
- iii. Current valid copy of Labour license obtained from Labour Commissioner Office.
- iv. Current valid copy of GST Registration (as applicable).

- v. Professional Tax certificate
- vi. Current valid copy of PAN Card as the case may be.
- vii. Current valid copy of registration certificate from ESIC.
- viii. Udyog Aadhar Memorandum & Udyog Aadhar Registration certificate (if applicable)
- X. Experience of execution work of providing services of manpower engaged in Govt./Semi Govt. / Public Sector under taking within last five years.

The experience certificate shall be obtained from the authority of the rank of or above Executive Engineer or equivalent shall be submitted. The experience certificate shall be on the letter head of the issuing authority and it should bear the name of the organization, the emblem, the address, the contact numbers and the experience certificate should be issued by the same authorities who have issued the work orders.

3. General Term Conditions

- i. The rates quoted should be on firm quotation basis. However the payment will be made on per day basis. Normal duty hours from 09:30 am to 6:45 pm.
- ii. **Taxes & duties:** The rates are **inclusive** of all taxes & duties as per breakup given in Annexure.
- iii. **Security Deposit:** You shall pay security deposit in cash / D.D. or Bank Guarantee amounting to @ 3 % of the contract value.
- iv. **Controlling Authority:** You have to carry out the works under the instruction of undersigned and Addl.EE Mobile Testing Unit Nashik.
- v. **Period of Contract:** The period of contract will be for 1 year or limited to 3.00 Lakhs whichever is earlier from the date of order. The undersigned reserves the right to terminate the contract without assigning any reason thereof. However during execution of contract, if it is found that the Workmanship, behavior of workmen, quality of work being executed is not as per our specification, the undersigned reserves the right to terminate the contract immediately and recover penalty as would deem fit depending upon the quality of work being done unsatisfactory. Not anything pertained to the above, general condition of company should prevail and binding on you.
- vi. **Responsibility of any loss or damage to the property:** You should take all precautions during the course of your work that no damage is caused to MSETCL's property. You shall be held responsible for cost and consequences for any damage to MSETCL's property during the course of our work.
- vii. **Requirement of personnel:** You have to provide person with knowledge of Driving with experience.
 - a. True copy of Driving License by R.T.O. of the personals should be submitted.
 - b. Working personnel will have to be punctual in attending the duties in time also.
 - c. Personnel will have to use our TATA Sumo with high skill and accuracy without any damage to the Company's property.
 - d. The Outsourced Driver (Personal) has to wear uniform all days as per RTO norms for driver.
 - e. Driver should be managed by Agency. He should have valid license to drive such type of vehicle and has the minimum 3 years' experience for driving such type of vehicle. The driver should be polite in behavior and should not be drunker / smoker. The driver has to submit medical fitness certificate, Police verification and has to maintain the vehicle dairy daily. Any misbehaviour of driver reported by MSETCL's staff will be views seriously & you should provide alternate driver under such circumstances.
 - f. Driver age should be in between 21 and not more than 58 as government rule & experience.
- viii. You shall ensure that your personnel during your above contract will not divulge any information etc.

- ix. **Submission of Bill:** You have to submit monthly Bills in Triplicate along with supporting documents to AdlEE, MTU Nashik. Payment will be effected on the basis of per day basis after certification of attendance & vehicle log book by Addl.EE Mobile Testing Unit. You have to submit all supporting documents along with the bill.
- x. **Income tax & WCT:** Income Tax will be deducted at source from your bill as per government rules.
- xi. **Dispute regarding interpretation:** In case of any dispute regarding interpretation of any or all the terms and condition of this work order decision of the undersigned shall be final.
- xii. **Responsibility:** The Company will not be responsible for any accidents or damages caused due to the negligence of your personnel or non-presences of our instruction or due any other reasons. You have to bear the compensation to your personnel in case of any accident. However the vehicle will be comprehensive insured by MSETCL.
You will be responsible for the safety of your employees, Insurance, Work Compensation as per Work Compensation Act 1910 and also safety for the general public, Company's property. You will have to observe at the traffic safety rules including providing of Notice Boards, red danger lamps etc wherever required.
- xiii. **Minimum wages act:** The payment to the outsourced employee should be strictly by following all rules & regulations of Minimum wages act & as per circular of MSETCL from time to time. All taxes statutory Govt. requirements, such as EPF, CPF, remittance etc. will have to be paid by you as per minimum wages act, 1948. It is sole responsibility of agency to compensate Personal as per minimum wages act.
- xiv. **Termination of contract:** The undersigned reserve the right to terminate the order without assigning any reasons thereof in case of unsatisfactory work or failure to carry out the work or delay in work.
- xv. As per Govt rule agreement on Bond Paper of Rs.500/- to be made with this office as per Mumbai Mudrank Adhinyam, 1958, Cl.No.34, with requisite stamp duty
- xvi. The Monthly payment toward outsourced driver includes Basic, DA, HRA, PF, ESIC, Bonus, Leave salary, National Holidays, etc as per minimum wages act on per day basis. In addition to above following additional charges will be paid by this office (Limited to Rs.3000/- per month) as per details below:
i) Overtime Charges (on steering time only): Rs.40/Hr.
ii) Halting Charges (If halting arrangement is not provided by MSETCL): Rs.200/ Halt.
iii) Dinner allowance (During night halt outside Nashik MNC): Rs.100/ Occasion
Overtime will not be applicable at head quarter i.e Nashik city & nearby area (132KV Ambad, 132kV Mhasrul, 132kV satpur MIDC, 132kV Adgaon, 132kv Takli, 220kV GCR & OCR etc) .

Thanking You.

Enclosed –Annexure-I

Yours Faithfully,



**Superintending Engineer (TCC)
MSETCL, Nashik**

Copy s.w.rs.to :

- 1) The CE EHV PC(O&M) Zone, MSETCL, Nashik.

Copy f.w.cs.to :

- 1) The SE EHV O&M Circle, MSETCL Nashik.
- 2) The Manager F&A EHV (O&M) Circle, MSETCL Nashik.

**Statement Showing Calculation of Minimum Wages as per MSETCL Circular No 6333 Dt.26.08.2019
& 6906 dtd. 19.09.2019 & 115 dtd.18.08.2020 & MSETCL Circular 4799 Dt.20.08.2021**

Sr.No	Particulars	Zone-1 With ESIC / Month	Rate Quoted by agency/ Month
		Skilled Manpower	
1	Basic Salary	11632	
2	Special Allowance	1430.00	
3	Basic+ DA (1+2)	13062	
4	HRA 5% On Basic + DA	653.10	
5	Sub Total	13715.10	
6	ESIC 3.25% on Basic +DA+HRA	445.74	
7	Bonus 8.33% on 7000 or Min wage whichever is more	1088	
8	PF (Incl. Adm.Charges on Basic+DA) @ 13.00%	1698.06	
9	Workmen Comp. (Where applicable) on Basic+DA@ 1%	NA	
10	T&P (on Basic+DA) @ 1% (Not Applicable in this case)	0.00	
11	Paid Leave Contribution(1 EL for 21 Days Working) on Basic+DA) @ 5.75%	751.07	
12	National Holidays @ 1% Basic +DA	130.62	
13	Bombay Labour Welfare Fund Act 1953	6.00	
14	Contractors Profit on Basic+DA) @ 5%	653.10	
15	Supplementary allowance @ 20% on basic	2326	
16	Total monthly Minimum Wage (Sr.No 5 to 15)	20814.15	

NOTE: Above rates taken as per minimum wages act. As per MSETCL circular 142 dtd. 03.01.2014, offer submitted for amount less than minimum wages will not be considered.



Superintending Engineer
Testing & Communication Circle
MSETCL Nashik