

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646

From :
Executive Engineer, EHV Projects Division-I, Pune
Administrative Building, 3rd Floor, 925, Kasba Peth, Pune – 411 011.
Contact No. : PHONE NO. (020) 24579223 & 24572129
E-Mail Id : ee6610@mahatransco.in

Ref.No.EE/EHV/Projects/DN-I/PN/Tech/2098

Date : 22.12.2022

E- Enquiry

Sub: Enquiry for “providing skilled/unskilled manpower at EHV Projects Div-I Pune & its underlying subdivision offices”.

Sir,

Sealed & superscribed quotations are invited, so as to reach this office on or before **dt. 28.12.2022 upto 14:00 hrs** for providing Skilled / unskilled manpower at EHV Projects Div-I Pune on following terms & conditions:-

1. Rates shall be quoted as per the Schedule “A” enclosed. Any changes must be brought out clearly.
2. The Skilled person to be provided for the post of Typist should have passed 12th Std Examination & should have knowledge of Marathi & English Typing. The unskilled person to be provided for the post of peon should have passed 4th Std Examination as per the revised qualifications of MSETCL.
3. The labour should have clear antecedents & should not have been involved in any criminal case etc.
4. The labour should be vigilant, alert & respectful & presentable while on duty. They should have good moral reputation & should be free from bad habits like alcoholics, theft etc. The contract labour should have weekly off as per rules.
5. The working timings will be **10:00 a.m. to 06.15 p.m. for skilled and 09:30 a.m. to 06:45 p.m. for unskilled and Driver timings will be from 9:00am to 7:00pm including 1.5hrs lunch break etc.** & should be followed strictly. The holidays will be as per the company’s holiday list for circle office.
6. You will have to make arrangement of relievers for weekly off/ leave etc. at your cost
7. The contract does not confer any right of employment in Company’s Services
8. **You should quote fixed charges per days per Minimum Wages Act except GST & no other charges will be considered.**
9. Payment will be made subject to availability of funds.
10. Please quote rates under minimum wages Act 1948 and according to Zone.
11. The office is situated at Kasbapeth, Pune and underlying subdivision offices are situated at Kasba peth and Baramati.

12. Quotations should be submitted in Two bids one Envelop containing, Technical Bid and other containing Commercial Bid. Sealed envelop containing Xerox copies of qualifying documents as below is to be submitted mentioning on the top of the envelop **“TECHNICAL BID”**:-
- Valid License for providing manpower on contract basis.
 - Proof for registration under ESI Act 1948 with code number of ESI if applicable.
 - Proof for registration under Employee’s Provident fund with code number.
 - Proof for Professional Tax Number and PTEC & PTRC both,
 - Registration under Goods & Service Tax.
 - Proof for registration under Shop & Establishment Act 1948.
 - Copy of Maharashtra Labour Welfare Board Registration.
 - Certificate of performance, completion of similar work in MSETCL / MSEDCL / other Govt. utilities for the last three years (FY 2019-20, 2020-21, 2021-22) issued by authorities not below the rank of Executive Engineer along with copies of work order. Similar works means Work of providing skilled/unskilled labour shall be considered.
13. The rates should be quoted on your firms letter head in sealed separate envelop mentioning on top of envelop **COMMERCIAL BID** “Quotation for providing Skilled / unskilled manpower at EHV Projects Div-I Pune”
14. You will have to pay security deposit equal to 5% of the order amount & it will be refunded a after successful completion of the work order period.
15. Your quotation should reach to this office in person or by post on or before **dt. 28.12.2022 upto 14:00 hrs.**
16. Right to reject any or all offers without assigning any reasons are reserved with undersigned.
17. EHV Projects Circle, Pune has floated the tender for the year 2022-23 for providing the outsource staff for the EHV project Circle office and its underlying division offices. Hence this E-enquiry is floated by this office and order placed will be valid upto order amount limited to Rs. 2,00,000/- exhaustion or date the finalization of current year 2022-23 tender which is under process at EHV Projects Circle, Pune, whichever is earlier. Also if tender is finalized in between finalization of said enquiry. Then same enquiry will be treated as cancelled. Intimation of same will be given on MSETCL portal.

Thanking you.

Yours faithfully,

Encl:- Schedule “A”

**Ashok Madavi
Executive Engineer
EHV Projects Div I Pune**

Copy to:

Notice board/MF

SCHEDULE ' A '

Name of Work : Providing skilled/unskilled manpower at EHV Projects Div-I Pune & underlying subdivision offices.

| Zone | Post | Skilled/ Semiskilled/ unskilled | No. of Outsourced | Days/ Months | Rate/day without GST | Rate with GST (18%) | Amount (Rs.) |
|---------------|------------------------|--|------------------------------|-------------------------|-------------------------------------|--|---------------------|
| Zone 1 | Office Assistance | Skilled | 3 | 14 | 837.09 | 987.77 | 41486.18 |
| | LDC(F&A) | Skilled | 2 | 14 | 837.09 | 987.77 | 27657.45 |
| | UDC(F&A) | Skilled | 1 | 14 | 837.09 | 987.77 | 13828.73 |
| | Typist | Skilled | 1 | 14 | 837.09 | 987.77 | 13828.73 |
| | Peon | Unskilled | 4 | 14 | 737.03 | 869.70 | 48702.94 |
| | LDC(HR) | Skilled | 1 | 14 | 837.09 | 987.77 | 13828.73 |
| Zone 2 | Office Assistance | Skilled | 2 | 14 | 800.07 | 944.08 | 26434.31 |
| | Vehicle Driver | Skilled | 1 | 14 | 800.07 | 944.08 | 13217.16 |
| | Over time charges (Hr) | Skilled | NA | 5 | 126.37 | 149.12 | 745.58 |
| | | Qty. | 15 | | Total | | 199730 |

Name & Seal of Agency

Ashok Madavi
Executive Engineer
EHV Projects Div I Pune

Rates Quoted:

1. _____ above estimated cost per month Rs/month.
2. _____ at par Rs/month.