

## Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		10-10-2024 04:14:44
Tender Code	SE/TUC/HR/ T-11/2024-25	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	Contract for providing the services of skilled & unskilled manpower as Operating,technical & non-technical staff at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane	
Estimated Cost (In Lakhs)	425.85	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	5000	
GST In INR (@18% on Tender Fee: SAC No.	900	
Total Tender Fee Amount including GST in INR.	5900	
Contact	RASIKA BHOLE , 8879622582 ,managerhrtuc@gmail.com	
Pre-Qualifying Req	as per tender condition	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Human Resource Department	
Office Type	CIRCLE	
Location Type	Thane Urban Circle	
Designation	Manager(HR)	
Pre-Bid Meeting Address	Office of Superintending Engineer, “New administrative Building” 7th Floor, Wagle Estate, Thane (W)-400 604.	
Bid Opening Address	Office of Superintending Engineer, “New administrative Building” 7th Floor, Wagle Estate, Thane (W)-400 604.	
Version No	1	
Call for Deviation	NO	
Is Annexure C1 Applicable	NA	
Is Manufacturer Applicable	NO	
Is Trader Applicable	NO	
Minimum % of Offered Quantity	NA	
Is Power Supplier Applicable	NO	
Tender Sale Start Date	10-10-2024 16:20	

Tender Sale End Date	21-10-2024 12:00
Bid Start Date	10-10-2024 16:25
Bid End Date	21-10-2024 12:05
Pre-Bid Meeting Date	14-10-2024 12:00
Techno-Commercial Bid opening on	21-10-2024 12:05
Price Bid opening on	23-10-2024 12:00
Annexure C1 Opening Date	NA
Winner Selection Date	25-10-2024 12:00
Can Bidder Opt EMD Exemption	N



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**OFFICE OF THE SUPERINTENDING ENGINEER**

MSEDCL, NEW ADMINISTRATIVE BUILDING  
7<sup>th</sup> FLOOR, OPP. OLD PASS PORT OFFICE  
WAGLE ESTATE,  
DIST.-THANE-400 604, MAHARASHTRA

Email : [superthane@gmail.com](mailto:superthane@gmail.com), [managerhrtuc@gmail.com](mailto:managerhrtuc@gmail.com)

**TENDER NO. SE/TUC/HR/T-11/2024-25**

**Contract For Providing The Services Of Skilled & Unskilled Manpower As  
Technical, Operating & Non-Technical Staff at Bhandup Urban Zone,  
Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT  
Center, Testing Division & Thane II Division Under Thane Urban Circle,  
Thane.**

VOLUME – I

**QUALIFYING BID**

Online sale of bid: -10.10.2024

To be submitted online not later than 12.00 hrs. on Dt: 21.10.2024

Tender will be opened online 13.00 hrs on 21.10.2024

E. M. D.: - Rs.2,12,926/-

ESTIMATED COST: Rs.4,25,85286/-

Tender fee: Rs. 5,000.00 + 18% GST

**Manager(HR)  
Prepared By**

**EE ( ADM)  
Checked By**

**Dy. CIRO (BNDUZ)  
Checked By**

**Sr. Manager(F&A)  
Audited By**

**SE TUC  
Authenticated By**



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**TENDER NO.: SE/TUC/HR/ T-11/2024-25**

**Name of Work:** Contract for providing the services of skilled & unskilled manpower as Operating, Technical & Non-Technical Staff at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane..

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**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.**

**THANE URBAN CIRCLE, THANE**

**TENDER NO. SE/TUC/HR/ T-11/2024-25**

**TENDER DETAILS**

Tender No.	SE/TUC/HR/ T-11/2024-25
Name of the Work	Contract for providing the services of skilled & unskilled manpower as Operating, technical & non-technical staff at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane.
Tender Period	From dt. 01.12.2024 to 30.11.2025 (for 12 months)
Estimated Cost	Rs. . 4,25,85,286/-
Tender Fee	Rs. 5,000/- + 18% GST
E.M.D. to be paid	Rs. 2,12,926 /- (0.5%)
Online sale of the tender	10.10.2024
Online submission of the tender	21.10.2024 upto 12.00 hrs
Date of online opening of Technical Bid	21.10.2024 upto 13.00 hrs
Date of opening of Price Bid	_____
Executing Agency	Office of Superintending Engineer, Thane Urban Circle, Thane.
Address & contact person	Office of Superintending Engineer, “New administrative Building” 7 <sup>th</sup> Floor, Wagle Estate, Thane (W)-400 604.
	PHONE NO.: 022- 25826666
Phone No. (Office)	022-25826666 (O),
E-mail	<a href="mailto:superthane@gmail.com">superthane@gmail.com</a> , <a href="mailto:managerhrtuc@gmail.com">managerhrtuc@gmail.com</a>
MSEDCL's e-tendering website	<a href="http://www.mahadiscom.in">www.mahadiscom.in</a>



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**TENDER NO.: SE/TUC/HR/ T-11/2024-25**

**SECTION -I**

**BID INVITATION**

- A. Introduction The Maharashtra State Electricity Distribution Company Ltd. (MSEDCL), represented by the Superintending Engineer (THANE URBAN CIRCLE, THANE) intends to appoint Agencies for providing skilled/unskilled manpower on Outsourced basis at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane. **for 12 months**
- B. The Superintending Engineer (THANE URBAN CIRCLE, THANE) on behalf of MSEDCL, invites eligible bidders to submit a bid in' accordance with the provisions of this Tender Document. In this Tender Document, the term "Bidder", which expression shall, unless repugnant to the context, include all parties who have submitted bids in response to this Tender Document within the stipulated time.
- C. The Bidders shall submit the bids in two parts by following e-tendering process as described in this bid document. First part comprises of the technical bid and the second part comprises of the Financial bid in accordance with this Tender Document.
- D. Bidder should upload the Financial bid document separately and not along with the technical bid. In case uploaded together, the bid shall be rejected and the bidder shall be disqualified from the bidding process.
- E. In terms of the Tender Document, a Bidder will be required to deposit, along with his Bid, a bid security as Earnest Money Deposit (EMD).
- F. MSEDCL will open the technical bids of all the bidders together. Financial bids will be opened only of technically qualified bidders.
- G. The Bidders Names, Bid prices and such other details as considered appropriate by the MSEDCL will be announced at the time of opening of the Price bids

**NOTE :**

1. The date & time of opening of Financial Bid will be informed by an E-mail.
2. The work order is for a period of 12 (Twelve) months.
3. Eligible bidders shall upload the Bids through e-tender portal of M. S. E. D.C. L.  
<https://etender.mahadiscom.in>.
4. Details can be obtained from <https://www.mahadiscom.in>.



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**TENDER NO.: SE/TUC/HR/ T-11/2024-25  
TENDER DETAILS**

1.	Tender Reference No.	SE/TUC/HR/ T-11/2024-25
2.	Sale of Tender Form on web link	_____
3.	Last date & time for submission of Bids.	_____
4.	Date of pre-Bid meeting	----- at 11.00 Hrs.
5.	Date & Time of opening of Technical Bid	_____
6.	Date & Time of opening of Financial Bid	Will be intimated by e-mail to only such bidders who qualify the technical criteria.
7.	Address for communication and venue for tender opening.	<a href="mailto:superthane@gmail.com">superthane@gmail.com</a> , <a href="mailto:managerhrtuc@gmail.com">managerhrtuc@gmail.com</a> of Nodal Officer i.e. Manager (HR) shall be given and only communication to this e-mail ID would be valid communication.
8.	Tender processing fee	Rs. 5,000/- + 18% GST as applicable (Non refundable & Non Transferable)
9.	Earnest Money Deposit (EMD)	@ 0.5% of estimated tender value as a Bank Guarantee.
10.	Security Deposit.	1. The successful bidder shall furnish the Security Deposit equivalent to 5% of the contract value within 07 calendar days from the date of issue of the offer letter, in the form of an unconditional & irrevocable original Bank Guarantee (BG) / DD from any Nationalized or Scheduled Bank preferably located at Mumbai / Thane. The B. G. Should be valid for a period of Twelve months from the date of this letter of intimation.



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**SECTION –II**

**INSTRUCTION TO BIDDERS**

**1. Scope :** The Scope of work order is as below :

Providing Skilled / Unskilled man power as mentioned below on outsourced basis for carrying out the jobs as mentioned below for the period 12 months

**Jobs :**

**Skilled Labour** – at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane..

**Unskilled Labour** - at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane..

**2. The selected bidder shall establish his office within the jurisdiction of the office  
Initiating the bids for attending the emergency services.**

**3. Approval from Electrical Inspector is compulsorily had to be produced along with of approved names for the manpower to work on dead line/ sub stations at the time of joining of the manpower to the SDO/ substation in-charge.**

**4. Eligibility and Qualifying Criteria:** The Tender is open to individual bidders who satisfy the qualification criteria given in the bidding documents with respect to their experience and financial capabilities as stated below.

Bidder shall upload the following documents along with the e-tender otherwise the offer of the bidder will be considered as non- responsive

**A. Technical Qualifications: Bidder shall upload the following documents along with the e-tender otherwise the offer of the bidder will be considered as non-responsive**

1) The bidder should have during last three (03) (for the year 2020-21,21-22& 22-23) years of experience of providing manpower on outsourced basis to Public Sector Undertakings. The bidder shall be a agency registered under the **Central Labour Act -1970** and who has executed works of similar nature in any Public Sector during last three years for,

a. Under Single Order which should be to 50% of this tender value.

**OR**

b. Under two contracts each of which should be equal to at least 30% of this tender value.

**OR**

c. Under three contracts each of which should be equal to at least 20% of this tender value.

**(Note-In support of this, the bidder should upload the order copies along with the performance / work completion certificate from the respective authorities. (for the year 2021-22,22-23& 23-24) Don't attach unnecessary documents. )**



- 2) Preference will be given to Maharashtra State based bidders having their office in local area.  
Office in the state with an undertaking that a branch office shall be opened in the jurisdiction on award of contract
- 3) Experience (Annexure A-3)

**B. Financial Qualifications: Bidder shall upload the following documents along with the e-tender otherwise the offer of the bidder will be considered as non-responsive**

- i. The bidder shall have a **positive net worth certified by C.A. with UDIN No.**
- ii. The bidder shall have Average Annual Turnover of Rs. 2.10 Crore for per last 03 (Three) financial years. (2021-22,22-23,23-24) The turnover certificate should be CA certified with UDIN No.
- iii. The bidder should submit the copies of last three years' (2021-22,22-23,23-24) Income Tax Returns
- iv. Certified P & L statements/Balance Sheet of last 3 years' (2021-22,22-23,23-24)certified by CA.
- v. Valid PAN No.
- vi. GST Registration No.

**C. Other commercial documents : Bidder shall upload the following documents along with the e-tender otherwise the offer of the bidder will be considered as non-responsive**

- i. Receipts towards Tender Fee (transaction details of online payment) & E.M.D.
- ii. Registration under Provident Fund Act & PF Code No.
- iii. Registration under Employee Insurance Act (ESIC).
- iv. Valid Goods &Service Tax Registration
- v. Valid Registered establishment license from Assistant Commissioner of Labour under section XII [2] of the contract labour act 1970 and Maharashtra labour contract regulation and license act 1971 (MSEDCL Circular No. IR section /A / 35378 dt. 21.12.2012)
- vi. Valid License under Shops and Establishment Act
- vii. The Bidder Should take Group Insurance Cover for his Employees where ESI is not Applicable.
- viii. Valid PTRC/PTEC
- ix. Valid MLWF registration Certificate.

**D. Other Documents :**

- i. Firm's Profile at a Glance Appendix-I (A)
- ii. Financial Status Appendix-I (B)
- iii. Self-Certification of No Bar/ non-failure/blacklisted.
- iv. Power of attorney in the name of the person authorized to sign Bid document
- v. Tender Document signed by bidder on each page along with Price Schedule Format.
- vi. Bank Details including Bank Name, Bank Address, Bank A/C, IFS Code.
- vii. Permanent Address proof.
- viii. Online ECR of last year.
- ix. Information regarding any current litigation in which Bidder is involved, the parties concern and disputed amount, if any
- x. Letter To Superintending Engineer (Annexure -C1)
- xi. Form of financial bid and appendix to financial bid (to be submitted along with price schedule) Annexure A-2
- xii. Declaration regarding basic pay, special allowance, HRA, bonus & other allowances to be paid to the manpower engaged will be as per the rules & regulations & the payment for each month will be made to the outsourced manpower through cheque & up to the 7th day of every month.

**5. Submission of Bid:** Bids must be uploaded by the bidder through E-Tender process not later than, the time and date, specified in the invitation for Bids. The MSEDCL may, at its discretion, extend this deadline for submission of bids by issuing an addendum. The bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder.

The bidder shall submit declaration to confirm that he has read and accepted all the contents and conditions contained in either bid document including financial bid containing price proposal.

The bidder must submit their offers in the Price Schedule/ Financial Bid (Annexure-C). The Service Charge / Profit (in percentage) Per Person Per Month is to be shown separately in Annexure - C (Column D).

The Bid prepared by the Bidder shall be uploaded in two parts viz. Technical Bid and Financial Bid. Bids shall be electronically submitted online in the E-tender platform and the supporting documents shall be scanned and uploaded along with the Bid.

**A. Part –I : Technical Bid :** Bidder shall submit relevant certificates to demonstrate the financial, technical capabilities & eligibility criteria as prescribed in this Tender Document. In this regard, the Bidder shall upload required documents/ information for technical and financial evaluation.

**B. Part –II : Financial Bid :**

- i. The bidder shall submit the Financial Bid/Price schedule
- ii. Prices shall be quoted in Indian Rupees only.
- iii. Any Financial Bid uploaded with conditions different from the tender specifications will be rejected.

**C. Related Documents :** The bidders should refer to the checklist given in Annexure--  
- before submission of the bids. List of documents are as follows:

- i. Firm's Profile at a Glance
- ii. Financial Status
- iii. Experience
- iv. Form of Earnest Money Deposit / Bid Security

**The Bidder shall also upload copies of**

- i. Central and State GST, Prof. Tax registration Certificate.
- ii. PAN card.
- iii. Income Tax returns of previous three assessment years.
- iv. PF & ESI Registration Certificates.
- v. Labour license.
- vi. Experience Certificates and all documents as mentioned in the criteria required for qualification.

All the bids must be accompanied by EMD as specified in the Tender Notification and uploaded on or before the prescribed date and time. Bids submitted without EMD will be summarily rejected. Bidder shall upload the required documents through electronic mode only, as part of their proposal.

MSEDCL may reject the offers of the bidders who quoted at par or below estimated rates. The Profit Percentage should not be quoted by the bidder @ less than 1% and not greater than 5 % as mentioned in Annexure- C.

**B. Clarification of Technical Bid and Contacting MSEDCL :**

- i. MSEDCL can seek any clarification / document required for assessment of technical bid before opening the Financial Bid. The bidder should submit the clarification and the same shall be uploaded on the portal and sent by e-mail. The period for submitting documents on clarification of Technical Bid shall be two (2) working days.
- ii. Any effort by the bidder to influence MSEDCL in any manner may result in the rejection of the bidder's bid and forfeiture of the bid security (EMD / PBG) in accordance with the provisions.

**C. Examination of Financial Bid:** The "Financial Bids" of only those bidders shall be opened, who qualify the "**Prequalification cum Technical Bid**". The financial bids of the eligible bidders shall then be evaluated in the manner prescribed below.

- i. The evaluation for lowest offer will be done based on the percentage rates quoted by the Bidders and L-1 Bidder shall be determined by MSEDCL, at its sole discretion.
- ii. In case rate quoted in words and figures are different, the lowest of the two shall be considered (i.e. which is beneficial to MSEDCL)

**10. Issue of LOA:** Upon determination of the L-1 bidder MSEDCL will issue LOA to him.

**11. Earnest Money Deposit (E.M.D.):**

- A. The Bidder shall furnish along with the Technical Bid, an E.M.D. of value calculated @ 0.5% (Half Percent) of the Contract Value as stated in Table no. 1 without which it shall be rejected by MSEDCL as non-responsive.
- B. The E.M.D of the successful bidder will be returned when the bidder has signed the Contract Agreement and furnished the required Security Deposit.
- C. The E.M.D. of the unsuccessful bidders will be returned immediately after issue of LOA to the successful bidder.
- D. If a Bidder withdraws his Bid during the period of its validity specified by the Bidder on the Bid Form, its E.M.D. will be forfeited.
- E. If the successful Bidder fails to furnish Security Deposit in accordance with Clause 19 of Section- II, its EMD will be forfeited.

**12. Amendment to Bid document:**

- A. At any time prior to the deadline for submission of bids, MSEDCL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bid documents by issuing a suitable addendum.
- B. Any addendum thus issued shall be treated as part of the Bid documents pursuant to Sub-Clause 11(A) above and shall be communicated through the website: - [www.mahadiscom.in](http://www.mahadiscom.in)

**13. Acceptance or Rejection of Bids:**

- A. MSEDCL reserves the right to accept or reject any bid or all the bids and to annul the bidding process, without assigning any reason.
- B. Incomplete Bid or Bid with incomplete information/documents or bid which is not substantially responsive, as determined by MSEDCL, is liable to be rejected.

**13. Performance Bank Guarantee (PBG) was cancelled vide Circular No. IRD/A/M.W./22969, dtd. 19.09.2017.****14. As per Circular No. IRD/A/M.W./22969, Dtd. 19.09.2017 the provision of submission of Performance Bank Guarantee is cancelled. But, outsourcing Agency has to submit the Affidavit stating " The work will be performed within time period and as per rules & regulations of MSEDCL Circular issued time to time "****15. Corrupt or Fraudulent Practices**

- A. MSEDCL will reject a proposal for LOA if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the work order in question;
- B. MSEDCL will declare a firm ineligible, either indefinitely or for a specific period of time, for award of MSEDCL contract if at any time if it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, MSEDCL Assignment.

**16. Change in Laws and Regulations** If, 07(seven) days prior to the date of Bid Opening, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed in India that subsequently affects the costs and expenses of the Contractor, the Price shall be correspondingly increased or decreased, to the extent that the Contractor has thereby been affected in the performance of any of its obligations under the Contract.

MSEDCL reserves the right to forfeit the work order by giving 3 months' notice to the contractor/ to whom the LOA (Letter of award) is issued.

**17. Termination**

- a. If any of the following events shall have happened and be continuing, the Employer may terminate the Contract by giving 15(Fifteen) days prior written notice to the Contractor.
  - a) The financing of the project is stopped by financiers due to any reasons thereof.
  - b) On review of performance of the Contractor by the Employer, the Employer is not satisfied with the performance of the Contractor.
- b. If the Contract is terminated, the Contractor is to stop work immediately.
- c. The Employer may upon written notice of Contractor's default, terminate the contract in the circumstance detailed here under.
- d. If, in the opinion of the Employer, the Contractor fails to make completion of works within the time specified in the contract agreement or within the extended period granted by the Employer.
- e. If, in the opinion of the Employer, the Contractor fails to comply with any of the other provision of the contract including technical requirement, statutory provisions etc.

- f. If the regular employee of MSEDCL or new recruit is joined against the vacancy; then the concern outsourced person & subject contract shall be terminated with immediate effect.
- g. In the event the Employer terminates the contract in whole or in part as provided above, the Employer reserves the right to get the work executed as deemed by the Employer to be similar to the one contracted for, upon such terms and in such manner as the Employer may deem proper and the Contractor shall be liable to pay the Employer for any additional cost for execution and completion of such works.
- h. The work should be implemented by the agency to whom the work order is issued .if any deviation found in this,the contract will be terminated with immediate effect.

## **17. Payment Upon Termination**

- a. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Employer is to issue a certificate for the value of the work done and material ordered less payments received up to the date of the issue of the certificate and less the percentage of the value of the work not completed. Liquidated Damages do not apply and Employer has a right to claim for loss and damages in respect of any delay incurred arising from the Breach. If the total amount due to the Employer exceeds any payment due to the Contractor the difference shall be a debt payable to the Employer.
- b. If the Contract is terminated at the Employer's convenience or because of fundamental breach of Contract by the Employer, the Employer is to issue a certificate for the value of the work done, materials ordered, the reasonable cost of removal of equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate.



## MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

THANE URBAN CIRCLE, THANE

### SECTION – III

### GENERAL T E R M S & CONDITIONS

1. The following terms and conditions are applicable to the Contractor and the Principal Employer. Few definitions are as below :-
  - A. **“Letter of Award”** means the formal acceptance by MSEDCL of the tender.
  - B. **Dates, Times, Periods and Documents**
    - i. **“Commencement Date”** means the date of issue of work order/ letter of award by the concerned superintending Engineer/the Authority.
    - ii. **“Period of work order”** means the period from the Commencement Date to the Date of Completion of period of work order.
    - iii. **Documents**
      - a. **“Employer's Requirements”** means the description of the scope, standards of work, as included in the Letter of Award/Work order. The Terms and Conditions, Technical Specifications and all other information contained in the Bid documents form an integral part of MSEDCL requirements. There can be any modifications/specifications in the work order.
      - b. **Priority of Documents** the documents forming the work order are to be taken as mutually explanatory of one another. If there is an ambiguity or discrepancy in the documents, MSEDCL shall issue any necessary clarification or instructions to the Contractor and the priority of the documents shall be as follows:
        - a. The Letter of award;
        - b. The Bid (accepted Price Proposal);
        - c. The Terms & Conditions of work order;
        - d. M S E D C L Requirements and
        - e. The Contractor's Proposal
    - C. **Money and Payments “Price”** means the sum stated in the Letter of award as payable to the Contractor for the execution, of the Works /Services.
    - D. **Persons**
      - i. **“MSEDCL”** means Maharashtra State Electricity Distribution Company Limited; a company incorporated under the Company's Act 1956 after the restructuring of the erstwhile Maharashtra State Electricity Board having its registered office at Plot No. G-9, Prakashgad, Bandra (East), Mumbai 400 051.
      - ii. **“MSEDCL Representative”** means the person appointed by MSEDCL to act as Representative and named as specified, or other person appointed from time to time by MSEDCL 'and notified as such to the Contractor.
      - iii. **“Contractor /Agency”** means the entity supplying the manpower services.
      - iv. **“Contractor's Representative”** means the person (if any) named as such in the work order or other person appointed from time to time by the Contractor.



**E. Communications**

- i. Wherever provision is made for giving or issue of any notice, instruction, consent, approval, certificate or determination by any person, unless otherwise specified such communication shall be in writing and shall not be unreasonably withheld or delayed.
  - ii. Wherever provision is made for a communication to be "written" or "in writing", this means any hand-written, type-written or printed communication
  - iii. If the Contractor wants to submit any claim, reply to termination notice, any grievance regarding terms & conditions of work order etc., he should hand over the same to the Superintending Engineer / Nodal officer only, and not any other officer, by hand delivery and obtain the acknowledgement of the same.
  - iv. If the Contractor does not get any response from the concerned officers, he should send his correspondence to the Chief Engineer (Dist.), Mumbai on his mail id [cedist.msedcl@gmail.com](mailto:cedist.msedcl@gmail.com)/ [cgmhr@mahadiscom.in](mailto:cgmhr@mahadiscom.in).
  - v. All correspondence, notices or written orders to be given to the Contractor by MSEDCL or MSEDCL Representative, shall be sent by e-mail / mail on the mail address given by the Contractor in the bidding document.
- F.** Compliance with Statutes, Regulations and Laws the Contractor shall, in all matters arising in the performance of the Contract, comply with, give all notices under, and pay all fees required by the provisions of any national or state statute, ordinance or other law, or any regulation of any legally constituted public authority having jurisdiction over the Works. The Contractor shall obtain all permits, licenses or approvals required in reasonable time and the costs of any such permits, licenses or approvals shall be included in the Price. MSEDCL and the Contractor shall comply with the laws of India and the State of Maharashtra.
- G.** Labour laws The Contractor shall comply with all the relevant labour laws applying to his employees, and shall duly pay and afford to them all their legal rights. The Contractor shall require all such employees to obey all applicable laws and regulations concerning safety at work. Contractor shall deposit the labour cess as per Building and Other Constructions workers, Welfare Cess Act 1996 to State Government (if applicable) otherwise same shall be deducted from RA (Running Account) bill and shall be deposited to Government.

**H. Sub-contracts: Subcontracts are strictly not allowed.**

- I. Notice to Correct :** If the contractor fails to carry out any of the obligations, or if the Contractor is not providing outsourced persons in accordance with the Contract, the MSEDCL may give notice to the contractor requiring him to make good such failure and remedy the same within a specified reasonable time.
- J. Cancellation & Termination of Work Order -** The contractor has to provide outsourced persons as per the Work Order(s) issued by MSEDCL. MSEDCL may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the work order in whole or part. Also the work will be executed through other contractor at the risk and cost of bidder.

Sr. No	Name of Office	Skilled Labour														Unskilled Labour	TOTAL
		Chief Tech.	Prin. Tech.	Sr. Tech	Tech.	UDC (A/Cs)	UDC (HR)	LDC (A/Cs)	LDC (HR)	Prin. Optr.	Sr. Optr.	Optr.	DEO	Driver	Outsource	Peon	
1	Bhandup Urban zone	0	0	0	0	0	0	02	01	0	0	0	0	01	02	01	07
2	TUC /IT section	0	0	0	02	0	0	03	02	0	0	0	02	0	0	01	10
3	SMK Bhiwandi Nodal	0	0	01	01	0	0	0	0	0	0	0	0	0	0	0	02
4	CCFC Thane & DSS	0	0	0	0	0	0	0	0	0	0	0	0	0	10	02	12
5	SCADA	0	0	0	0	0	0	0	0	0	0	0	0	0	04	0	04
<b>Total</b>		<b>0</b>	<b>0</b>	<b>01</b>	<b>03</b>	<b>0</b>	<b>0</b>	<b>05</b>	<b>03</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>02</b>	<b>01</b>	<b>16</b>	<b>04</b>	<b>35</b>
6	Testing	01	0	0	07	0	01	0	0	0	0	0	0	06	0	0	15
<b>Total</b>		<b>01</b>	<b>0</b>	<b>0</b>	<b>07</b>	<b>0</b>	<b>01</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>06</b>	<b>0</b>	<b>0</b>	<b>15</b>
7	Thane 2	1	0	1	67	01	0	06	01	0	1	9	0	0	0	02	89
<b>Total</b>		<b>01</b>	<b>0</b>	<b>01</b>	<b>67</b>	<b>01</b>	<b>0</b>	<b>06</b>	<b>01</b>	<b>0</b>	<b>01</b>	<b>09</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>02</b>	<b>89</b>
<b>G.Total</b>		<b>02</b>	<b>0</b>	<b>02</b>	<b>77</b>	<b>01</b>	<b>01</b>	<b>11</b>	<b>04</b>	<b>0</b>	<b>01</b>	<b>09</b>	<b>02</b>	<b>07</b>	<b>16</b>	<b>06</b>	<b>139</b>

website link. ([https://www. Mahadiscom . in/](https://www.Mahadiscom.in/) supplier / wp-content/uploads /2018 / 06/ Final-Booklet-Single-Page.pdf)

## 2. CONTRACTOR OBLIGATIONS & RESPONSIBILITIES

A. OUTSOURCED PERSONNEL: The Contractor will have to provide required manpower on outsourced basis for Skilled Labour and Unskilled Labour in the Company's Offices at Office Location at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane..

**Thane Division 2 :**                      **Skilled Employees: 87**                      **Unskilled:02 Total Employees: 89**  
**Testing Division:**                      **Skilled Employees: 15**                      **Total Employees: 15**

**BUZ, TUC and Other Offices Under TUC: Skilled Employees 31      Unskilled: 04**  
**Total Employees: 35**

Quantity mentioned in above table may vary in accordance to the vacancy position.  
As per the Maharashtra Shops and Establishments Act, 1948 the age of the outsourced Person should not be below 18 years.



Though the maximum requirement is specified below, the actual requirement of Manpower may vary as per need & will be informed to the agency in advance. Approval from Electrical Inspector is compulsorily had to be produced along with list of Approved names for the manpower to work on dead line/ sub stations at the time of joining of the manpower to the SDO/ substation in-charge.)

Provided manpower has to assist in following work:

- i) Line and Sub Station maintenance work such as the operators will have to perform 33/11KV operations of isolation, breakers etc. as per the operating instructions provided to them by the contractor/Engineer In charge.
- ii) The operators will have to record in writing the following readings, on an hourly basis, in log sheet such as: - 1) Energy meter 2) Ammeters 3) Voltmeters 4) frequency meters 5) Winding Temperature 6) Oil temperature.
- iii) Reading of Battery Voltage and checking of specific gravity of each cell must be entered in the Log sheet provided.
- iv) Operator has to prepare monthly interruption report and such other reports required from time to time.
- v) Operator on duty has to issue to the authorized personnel of the Company the permit as and when required.
- vi) Any tripping on fault, alarm indications or mal functioning should be reported immediately to the concerned officer of the company and to the contractor. Maintaining of Log book is essential.

All necessary safety precautions are to be adopted while performing Operations.

- vii) Operator has to keep Control Room and Switchyard neat and clean.
- viii) Preventive maintenance & minor maintenance are to be done by concerned Outsourced manpower as operator.
- ix) Release of New Service Connection/ meter replacement as directed by in- charge.
- x) Maintenance of records as directed including maintenance of complaint register
- xi) Attending the complaints as directed by Controlling Officer.
- xii) Computer Data feeding & any other work as assigned by the Controlling Officer.
- xiii) Outsourced manpower should work under the supervision of concern in- charge.

The Contractor will have to provide the services of the persons who are having the pre-requisites/ qualifications stated as under:-

Sr. No.	Description of jobs	Pre-requisites / qualifications	Remark
1.	Skilled Labour (UDC (A/cs), UDC (HR), LDC (A/cs), LDC (HR)	<u>LDC/UDC (A/cs):</u> B. Com, MS-CIT <u>LDC/UDC (HR):</u> Any Graduate, MS-CIT.	Behave with courtesy to all consumers & MSEDCL officers
2.	Skilled (Principal Technician, Principal Operator, Sr. Operator & Operator, Drivers) Class-III & (Sr. Tech ,Technician) Class IV	Should have passed ITI (Electrician / Wireman) from recognized institute with one year experience. Preference will be given to qualified and ex-apprentices of the Board. <b>OR</b> National Apprentice Certificate from NCTVT on	Behave with courtesy to all consumers & MSEDCL officers

		Completion of National Apprenticeship OR National Trade Certificate from NCTVT on completion of ITI trade course along with knowledge of computers	
3	Unskilled (Peon)	for Peon - SSC passed & for driver IV std. passed. Should possess light and heavy duty vehicle driving license.	Behave with courtesy to MSEDCL officers

- iv. Contractor will have to furnish the list of the persons who full fill the condition of pre-requisites / qualifications /along with their bio-data before starting the work. After necessary scrutiny/verification of documents provided by agency the outsourced services will be utilized. The Contractor will have to provide the list of Outsourced Persons, Bank details/Aadhar card no. after or before finalization of work order in the pro forma given below:-

Sr. NO.	Full Name of contract Labour	Education	PF UAN No.	PF No	ESI C	Aadhar Card No.	Bank A/C. No.	Bank Name & Branch	Bank Code	PAN No.
1	2	3	4	5	6	7	8	9	10	11

- vi. The MSEDCL reserves the right to reject or discontinue the services of Contractor without any notice at any time during the contractual period at the risk and cost of agency, in case the performance of the persons provided is found unsatisfactory.
- vii. In case the manpower {person provided by Contractor does not satisfy the basic norms of good work! skills and conduct/integrity, he will be removed immediately whose suitable substitute should be arranged with immediate effect.
- viii. If work order period is over or cancelled for any reason then contractor is liable to make all statutory compliances in respect of all outsourced persons provided.
- ix. **Working Hours:** The manpower provided will have to work on all working days for 8 hours per day. If necessary, they may be asked to work on all Saturdays and Holidays for which no additional cost would be payable. **Paid National Holidays should be given to Outsourced persons on 26th Jan, 01 May, 15th August, & 2 Oct every year.** The Contractor is obliged to work closely with MSEDCL staff and abide by directives issued by MSEDCL from time to time, in connection with the work.

**B. RESPONSIBILITIES:**

- i. The Contractor shall be solely responsible for control in all respect over his workers and directing them, monitoring their performance, rewarding them or taking disciplinary action.
- ii. The Contractor shall ensure that all his personnel, while in the premises of the Company comply with the Company's rules and regulations regarding safety, security, discipline.. and good conduct and are competent and experienced to undertake the work at hand.
- iii. The Contractor shall have to ensure safety at the work place. It is necessary that the manpower / persons who are engaged by the Contractor to provide the said services to the Company should be in good health, have proper eyesight and Physically fit and should not have any medical problems which may endanger his life and the life of Company Personnel and its property.
- iv. The Contractor should abide by the job safety measures given on MSEDCL website (<https://www.mahadiscom.in/consumer/wpcontent/uploads/2018/03/SurakshaDeepSurakshaPustika.pdf>) and will not hold MSEDCL responsible for all demands or responsibilities arising from accidents or loss of life due to ignorance and/or negligence of the outsourced persons appointed by the contractor. The Contractor will pay all indemnities arising from such incidents.
- v. Sufficient number of coordinators will have to be employed by Contractor to ensure smooth working with different MSEDCL offices at their Cost.
- vi. The outsourced persons deployed by the contractor should be punctual and should preferably reside in the local area.
- vii. The outsourced person provided by the Contractor should not be involved in any activity contrary to the law of the land.
- viii. The Contractor shall have to submit the character and antecedent report of outsourced persons to be engaged in the company by the Bidder, from the concerned Police Authority, once each year.
- ix. MSEDCL, in no case will be responsible for any accident fatal or non-fatal, caused to any outsourced person in course of duty. All the expenditure including treatment or compensation will be entirely borne by the Contractor. The Contractor shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations. In case of injury to the staff deployed by the contractor, he shall be liable to provide the benefits under the E.S.I. Act. Where E. S. I. Act is not applicable, he shall cover them under the Workmen Compensation policy issued by the Insurance Co.
- x. The Contractor is responsible for managing the activities of its personnel and will hold itself responsible for any misbehavior.
- xi. The Contractor shall ensure that the outsourced employee maintains strict confidentiality about the data and information about MSEDCL, obtained during the execution of his responsibilities and will not be reveal such information to any other party.

- xii. The Contractor should provide its employees photo identity cards to be properly displayed during duty hours. No extra payments shall be claimed by the contractor or its deployed staff for such item.
- xiii. The Contractor should possess a valid Labour Licenses / Permits & PF / ESI registration as required under relevant statutes & renewal from time to time.
- xiv. The contractor have to provide I-card & Uniform to all Outsourced persons working under MSEDCL on Contract basis & necessary police verification should be done by the contractor/agency. No extra cost will be borne by the MSEDCL for the same.
- xv. A suitable person will be provided by contractor to replace absent or unsuitable person.
- xvi. The Contractor shall provide the required man power within the period specified in the requisition of the Company and also ensure that there is no complaint from such outsourced person about non -payment of wages / dues in due course.
- xvii. The Contractor shall keep the Company indemnified against all claims arising out of this agreement including any loss, theft or damage to the life and / or property of the employee of the Company and/or the property of the Company caused by the fault negligence or lapse on the part of the Contractor or any of his persons/agents.
- xviii. The Contractor should have valid registration/license under Contract Labour (Regulation and Abolition) Act, 1970, Provident Fund, ESIC, Shops and Establishment Act etc.
- xix. The Contractor on entering into the agreement with the principal Employer for providing the Manpower on outsourced basis shall be responsible for providing the Welfare and Health of contract labour as per the section 16 to 19 as applicable and enumerated under the Contract Labour Act 1970. And shall also comply with the provision of the Maharashtra Contract Labour (R&A) Rules 1971.

**Adequate precaution shall be taken by the persons sponsored by Agency / Society to prevent damage to various equipment's.**

1. All safety measures, procedures laid down by the Statutory Acts & I.E. Rules –and also laid down by MSEDCL shall be observed by the persons sponsored by the Agency / Society of the Apprentices .
2. Persons sponsored by the Agency / Society of Apprentices shall follow operating instructions issued from time to time by MSEDCL and Controlling Officer scrupulously
3. The regular monthly training regarding safety precautions must be given to the persons sponsored by the Agency / Society of Apprentices so that the person should use the safety equipment properly and keep record of such training given to the persons.

4. The Agency / Society of Apprentices shall be solely responsible for safety of the persons in their employment as well as any other person related or unrelated to MSEDCL.
5. The Agency / Society shall also be responsible for payment of compensation in case of any accident to the persons in their employment as well as any other person related or unrelated to MSEDCL of any nature e.g. Electrical / Mechanical , Fatal / Non-Fatal.

The Agency / Society shall apprise the persons sponsored in clear terms that they shall not be entitled to claim any recruitment for whatsoever post / vacancy or lien over any such post / vacancy in MSEDCL in any manner

### C. PAYMENT TO OUTSOURCED PERSONNEL

- i. The Contractor will have to make all the arrangements at his cost for payment of wages to the persons provided and all statutory contributions! Deductions etc., as given below:-

Sr. No.	Particulars	Present Rate	Name of Authority
1.	PF Contribution by the Contractor/ Employer	12%	Regional Commissioner of PF Office.
2.	Administrative expenses on PF & Employee Deposit Linked Insurance Scheme Contribution on (Basic +Special Allowance)	1%	Regional Commissioner of PF Office.
3.	ESI Contribution by employer When ESI is not applicable 1% amount of Basic + Spl. Allowance + HRA will be reimbursed to obtain compensation policy from any insurance company.	3.25%	ESIC Office.
4.	Contribution of Rs. 100/- in Welfare Fund (Only in the month of June & December)	Rs. 200/-	Welfare Commissioner Maharashtra Welfare Fund Mumbai / Pune.

The payment of wages includes minimum wages, Special Allowance, HRA, bonus, Leave- Pay & Bonus(Pro-rata)& other emoluments etc. Shall be credited in the bank A/c of the concerned outsourced person engaged by the contractor & other statutory deductions i.e. ESI, PF, LWF etc. shall be paid to respective Government Authorities by the contractor. The monthly Bill submitted by contractor along with the Service Charge/Profit is payable only after the wages paid to the outsourced persons & all other statutory dues paid to the respective Government Authorities of the previous month have been submitted. The documentary proof of such payments must be submitted along with the bills.

- ii. In case of absence of the person provided, pro-rata deduction will be made accordingly by considering the number of actual working days. However, the leave rules as per Shops and Establishment Act, 1948 shall be applicable.
- iii. The Contractor shall be liable to provide Monthly Pay Slip to Outsourced Employees as per specified Pro-forma at Annexure “ Mentioning the Gross Earnings, Total Deductions & Net Pay.
- iv. The Contractor should maintain a separate Muster cum Wage Register for Outsourced Persons in given prescribed format at Annexure-E and should submit the same along with the monthly bill for verification.
- v. **The Contractor must deposit the wages in bank account of every Outsource persons through NEFT / RTGS before the 7th day of every month & it is to be adhered by the contractor/agency otherwise a penalty of Rs. 10/- per day of per person will be levied.**
- vi. **The Contractor shall be responsible for timely payment of the wages of all outsourced persons engaged by him for each month regardless of the payment of corresponding month's bills by the MSEDCL due to any reason.**
- vii. After completion of the value or period of work order the Contractor should stop the work immediately. MSEDCL shall not be responsible for payment of wages to contractor after the completion of work order.
- viii. The Contractor should pay the following statutory liabilities in Bank Account of every individual Outsourced Person by RTGS / NEFT per month.

Sr. No.	Particulars	Rate
1.	Basic Minimum Wages	As declared by the State Govt.
2.	Special Allowance	As declared by the State Govt. & any changes made by Labour Commissioner of Maharashtra will be additional as applicable from time to time.
3.	H.R.A. (H.R.A. Rules-1938 & 1990)	@ 5% on Basic + Special Allowance
4.	Leave Encashment (Paid leave Contribution) (Basic + Special Allowance)	1. Paid leave for every 21 working days (i.e. One & half day of wages in a month)
5.	Bonus (On pro-rata basis)	Bonus @ 8.33 % of minimum wages or Rs. 7,000/- whichever is maximum as per Bonus Act.

- ix. The deduction towards Income TOS, GST TOS will be made from the contractor's bills as per applicability.
- x. The Contractor shall pay to his outsource persons all dues (including Wages/Salary) and shall ensure that the wages paid to them are not less than the prescribed Minimum Wages as revised from time to time. In case of any increase in Minimum Wages or any other component or deduction or other statutory benefits, Service Provider/ Contractor shall remain liable to comply with all statutory formalities. The service provider/ Contractor shall be responsible for compliance of all applicable laws, local / state / Central Governments' laws, Rules etc., and shall take all necessary steps for obtaining registrations, licenses, renewal thereof, maintaining proper records/registers and also submitting necessary returns to the authorities concerned. In the event of non-

compliance or contravention of any of the provisions of any laws due to failure or negligence of the Service Provider, he shall remain fully liable and shall also keep the Company fully indemnified against any risk, consequences, and/or cost arising thereof.

- xi. **Increase in Special Allowance** usually every six months has not been included in arriving at the above Contract Value. Further any changes in statutory liabilities made by office of the Labour Commissioner of Maharashtra will become as applicable from time to time, even if not part of the present Terms and conditions & will be obligatory on the part of the Contractor to pay the same to the outsourced person. Bills submitted by the contractors shall be passed only after submission of a proof of this payment to all his employees and credit into PF, ESI and other statutory heads, of the previous month)
  - xii. Non compliance of the provisions of this work order and also the statutory lapses on the part of the contractor shall make him liable for getting blacklisted for future contracts with the MSEDCL as per the rules and regulations which are time being in force.
  - xiii. **JURIDICITION:** All disputes or difference arising under, out of or in connection with the work order, if concluded, shall be subject to the exclusive jurisdictions of Thane Court, at Thane.
- D. **PAYMENT TO THE CONTRACTOR:** The contractor shall be paid his dues after submission of all the bills and compliance of all the statutory requirements within **45 days** by the MSEDCL. No Security amount is payable to Contractor unless & until final settlement of outsourced person is submitted by the contractor.
- E. **MISCELLANEOUS:** The services of manpower to be provided will not create any right for employment in MSEDCL of whatsoever nature. This work order is for providing services of manpower and there is no express or implied employee - employer relationship between Contractor's manpower and the company.





**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**SECTION -IV**

**FORM AND APPENDIX OF TECHNICAL AND FINANCIAL BID**

**FORM OF TECHNICAL PROPOSAL**

( On Bidder's Letter Head)

To,  
Maharashtra State Electricity Distribution Company Ltd.  
Represented by the  
The Superintending Engineer  
Maharashtra State Electricity Distribution Co. Ltd.  
Thane Urban Circle, Thane.

**Name of Contract :** Contract For Providing The Services Of Skilled & Unskilled Manpower As Operating, Technical, Non-Technical & Operating Staff at Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane. Sir,

We have understood and checked these documents and have not found any errors in them. We accordingly offer to work of providing manpower on outsourced basis at Thane Wagle Estate Division under Thane Urban Circle, Thane of Bhandup Urban Zone, Bhandup.

We hereby declare that we accept all the terms, conditions, specifications and all other matters set forth in sections and agree that these will form a part of the work order if we are selected for letter of award.

We have submitted price bids for Tender No. T-11/2024-25. We have submitted complete details of our technical and financial capabilities for establishing our eligibility to undertake works on all these tenders. However, we hereby confirm that we accept that the MSEDCL decision on our eligibility to undertake the works in accordance with the requirements set out in the Invitation for Bids will be final and binding on us, and that we will not raise any objection should MSEDCL decide to reject our Bid for one or more Tenders on the grounds that we do not satisfactorily meet the minimum qualifying criteria.

This Bid and your written acceptance shall be the basis for the work order. We understand that you are not bound to accept the lowest or any bid you receive or assign any reason thereof for the rejection.

We agree to keep this bid open for acceptance for a period of 60 days from the date of opening thereof and also agree not to make any modification in the terms and conditions on our own accord. We further agree to sign an Agreement to abide by the Conditions of work order and carry out all works according to specific clauses.

We accept that Dispute Resolution procedures, General Conditions of Contract, will be used for settling any disputes that cannot be mutually agreed with MSEDCL, and confirm that we specifically agree that Arbitration proceedings will be applicable for resolving any disputes.

**Yours faithfully,**

Signature & Seal of company  
in the capacity of duly authorized to sign bids for and on behalf of  
Address:





**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE A-1**

**CHECK LIST OF DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID**

Sr. No.	Name of Documents attached	Remark	
1.	Firm's Profile at a Glance Appendix-I(A)	Yes	No
2.	Financial Status Appendix-I (B)	Yes	No
3.	Self-Certification of No Bar / non- failure / blacklisted.	Yes	No
4.	Experience for Providing Outsourced an power	Yes	No
5.	Form of Earnest Money Deposit / Bid Security Appendix-IV	Yes	No
6.	Power of attorney in the name of the person authorized to sign Bid document	Yes	No
7.	Receipt of Payment made by the bidder against the Bid Fees	Yes	No
8	Tender Document signed by bidder on each page along with Price Schedule Format.	Yes	No

Bidder's Signature  
(Seal)



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXTURE A-2**

**FORM OF FINANCIAL BID AND APPENDIX TO FINANCIAL BID  
(TO BE SUBMITTED ALONG WITH PRICE SCHEDULE)  
FORM OF PRICE PROPOSAL  
( On Bidder's Letter Head)**

To,  
Maharashtra State Electricity Distribution Company Ltd.  
Represented by the  
The Superintending Engineer  
Maharashtra State Electricity Distribution Co. Ltd.  
Thane Urban Circle, Thane.

**Name of Contract:** CONTRACT FOR PROVIDING THE SERVICES OF SKILLED & UNSKILLED MANPOWER AS OPERATING, TECHNICAL & NON-TECHNICAL STAFF AT Bhandup Urban Zone, Thane Urban Circle, SCADA section, CCFC, DSS, SMK Nodal Unit, IT Center, Testing Division & Thane II Division Under Thane Urban Circle, Thane.Sir,

We have understood and checked these documents and have not found any errors in them. We accordingly offer to provide skilled/unskilled manpower on outsource basis and complete the work for the rate as per Price Schedule exclusive of all the GST in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules herewith enclosed which form a part of this bid.

We agree to abide by this Bid for the period of 60 days after the date of opening of the Technical Proposal, and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Appendix to Price Proposal and Appendix to Technical Proposal form part of our Bid.

If our Bid is accepted, we will provide the specified Security Deposit / PBG. We will commence the Works as soon as possible after receiving the Work Order after our empanelment, and complete the Works in accordance with the above document and Work Order within time.

Yours faithfully

Signature  
Seal in the capacity duly authorized to sign bids

for and on behalf of



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE A-2**

**APPENDIX TO FINANCIAL BID**

Description	Tender No.11
Employer's Name and Address.	The Superintending Engineer, MSEDCL, THANE URBAN CIRCLE,THANE, Office of Superintending Engineer, Thane URBAN Circle, Thane "New Administrative Building" 7th Floor, Wagle Estate, Thane (W)-400 604.
Contractor's Name and Address.	(To be completed by bidder before the bid is submitted)
Name and Address of the MSEDCL Representative	The Manager (HR) , Office of Superintending Engineer, Thane Urban Circle, Thane "New Administrative Building" 7th Floor, Wagle Estate, Thane (W)-400 604.

**CHECK LIST OF DOCUMENTS TO BE ENCLOSED WITH FINANCIAL BID**

Sr. No.	Name of Documents attached	Remark	
1.	Form of Price Proposal & Appendix to Price.	Yes	No
2.	Price Schedule.	Yes	No

Bidder's Signature  
(Seal)



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**Appendix-I(A)**

**FIRM PROFILE AT A GLANCE**

Sr. No.	Particulars	Details
1.	Name & Mailing Address of firm	
2.	Contact Person Name, Designation & Contact No.	
3.	E-mail Address for correspondence	
4.	Firm Website Address	
5.	Firm Status (Private/ Proprietor)	
6.	PAN/ TAN No.	
7.	Bidder's UIN No.(Unique Identification No. )	
8.	Firm Registration No.	
9	Bidder's registration certificates for GST and registration certificates under the applicable PF and labour laws.	
Attached are copies of the necessary original documents		
1.		
2.		
3.		
4.		
5.		
6.		
7		

It is certified that the information provided above is true to the best of my knowledge and belief. If any information found to be concealed, suppressed or incorrect at later date, our tender shall be liable to be rejected and our company may be debarred from executing any business with MSEDCL.

Signature of Bidder

Name Designation

Date:



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.**  
**THANE URBAN CIRCLE, THANE**

**Appendix-I(B)**

**FINANCIAL STATUS**

Each Bidder must fill in this form including private/ public limited company.

Sr. No.	Particulars	Financial Data for previous 3 years (Rs. In Lacs)		
		2021-22	2022-23	2023-24
1.	Total Assets			
2.	Current Assets			
3.	Total Liabilities			
4.	Long Term Loans			
5.	Long Term Loans.			
6.	Profits Before Taxes.			
7.	Profits After Taxes			
8.	Net Worth			
9	Available Working Capital			
10.	Annual Turnover			
	Attached copies of the audited balance sheets, including all related notes, and income statements for the three years of FY 2021-22, 2022-23 & 2023-24.			

**Bidder's Auditor**



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE A-5**

**EXPERIENCE**

Sr. No.	Nature of Work	Year wise order amount of works (In Lakhs)			Experience Certificate attached at page No.
		2021-22	2022-23	2023-24	

Signature of Bidder

Name

Designation

Company

Date:



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE –B**

**LIST OF MANPOWER AND ESSENTIAL QUALIFICATION**

Sr. No.	Particulars Of Jobs	Unit in Rs as per Minimum Wages Act	Work	Education Qualification and experience
1.	Skilled Labour ( UDC (A/cs), UDC (HR), LDC (A/cs), LDC (HR) ),	897.00 Per day	Work given by section head / MSEDCL officers	<u>LDC/UDC (A/cs):</u> B. Com, MS-CIT <u>LDC/UDC (HR):</u> Any Graduate, MS-CIT.
2.	Skilled (Principal Technician, Principal Operator, Sr. Operator & Operator, Drivers ) Class-III & (Sr. Tech. Technician) Class IV	897.00 Per day	Work given by section head / MSEDCL officers	Should have passed ITI (Electrician / Wireman) from recognized institute with one year experience. Preference will be given to qualified and ex-apprentices of the Board. OR National Apprentice Certificate from NCTVT on completion of National Apprenticeship OR National Trade Certificate from NCTVT on completion of ITI trade course along with knowledge of computers, for driver passed IV std. Should possess light and heavy duty vehicle driving license.
3.	Unskilled (Peon)	797.00 Per day	Work given by section head / MSEDCL officers	For Peon - SSC passed & for driver passed IV std. Should possess light and heavy duty vehicle driving license.

Note :-

1. While quoting the rates the bidder should refer Annexure C for minimum & total estimated quantity.
2. The work can' go beyond estimated quantity. The estimated quantities are taken from previous year data of interruptions.
3. The rates quoted should be inclusive of Dress code prescribed for outsourced employees.
4. Applicable rate of G.S.T. 18 % (as per notification published).





**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE –C**

<b>Description</b>	<b>Approximate No. of Outsourced persons Required.</b>	<b>Profit Percentage (%)</b>
<b>A</b>	<b>B</b>	<b>C</b>
Skilled Employee.	133	
Unskilled Employee.	06	

- \* The above prices are exclusive of applicable taxes but inclusive of Basic wages Spl. Allowance, HRA, Leave Salary, Bonus, PF, ESI, LWF. PF& EDLI etc. on which profit is applicable as per MSEDCL rules.
- \* At present the rates notified vide MSEDCL Administrative Circular No. 536, dtd. 02.06.2016 & as per the guidelines of IRD /A/19526, dated 23.08.2021 and related Circulars circulated Time to time are applicable.
- \* Quantity mentioned in above table may vary in accordance to the vacancy position.

**Seal and Signature of the Bidder.**

**Note:**

- \* GST (18%) extra shall be applicable.
- \* Profit percentage should not be quoted by bidder less than 1% and greater than 5%.
- \* **Ready to work at Lowest Rate established (Yes/No) : .....**  
( Write specifically; otherwise, the bidder will be assumed as they are not ready to work at L-1 rates)
- \* **MSEDCL reserves the right to award the contract to one or more bidders.**
- \* The rate may change as per Govt. Policy / MSEDCL Guidelines.



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE,THANE**

**ANNEXURE –C-1**

**LETTER TO SUPERINTENDING ENGINEER**

To,  
The Superintending Engineer  
Maharashtra State Electricity Distribution CO. Ltd.  
“New Administrative Building ” 7<sup>th</sup> Floor,  
Wagle Estate, Thane (W)-400 604.

Dear Sir,

I / We agree to execute the work as mentioned in the above tender at the rates herein tendered by us subject to the conditions and instructions of the tender which we have carefully read and thoroughly understood and accepted the same.

I / We hereby agree to keep this offer open for 60 days after the date of opening of technical bid of the tender and shall be bound by communication of acceptance dispatched and execution within the prescribed time.

**Yours faithfully,**

**Date:**

**Name and address of the tenderer**

**Seal and signature of the tenderer.**



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE –D**

**PAYSLIP**

**NAME OF AGENCY**

**Pay Slip No. :**

**Month :**

**Designation :**

**Employee Code :**

**Name :**

**ESIC No. :**

**PF No. :**

Earning & Reimbursement		Deductions & Recoveries	
Basic		PF	
Spl. Allowance		ESIC	
HRA		Prof. Tax	
Leave			
Bonus			
Other			
Total Earnings		Total Deductions	



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
THANE URBAN CIRCLE, THANE**

**ANNEXURE –E**

**WAGE CUM MUSTER FORMAT**

Name of Agency:	
Muster cum Wage Register for the Month of	2024
Work Order No: -	Date :
Period of Order from	to

Basic information										
Sr. No.	Full Name of Contract Labour	Designation & Actual Place of work	Category Skilled/ Unskilled	Zone- I / II / III	P.F . No.	ESIC No.	Basic Pay	Spl. All. (01.10.2023 To 31.12.2023)	HRA 5%	Leave Salary 4%
1	2	3	4	5	6	7	8	9	10	11

Actual					Deduction				
N0. Of Days present	Basic + Spl. All.	HRA 5% (Basic + Sp. All.)	Leave Salary 4%	Total Earnings	P.F. 12%	ESIC 1.75%	Other Prof. Tax	Total Deduction	
12	13	14	15	16	17	18	19	20	

Net Salary	Signature of Employee	Cheque No. & Date	Sign Authorized Person of MSEDCL
21	22	23	24



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.**  
**THANE URBAN CIRCLE,THANE**

**ANNEXURE –F**  
**GENERAL CHECK POINTS**

**E-TENDER NO. SE/TUC/HR/T-11/2024-25**

The Agency must fill up the following details in given format and enclose the stipulated documents.

The requirements fulfilled by ( Name of Agency)

1. Registration Certificate I License / Permit under Shops and Esstt. Act.
2. Permanent Address proof .
3. Contract Labour Licenses (Regulation and Abolition Act, 1970)
4. ESIC Particulars & Code No.
5. P.F. Registration details & PF Code No.
6. Online ECR of last year.
7. Bank Details including Bank Name, Bank Address , Bank A/C, IFS Code.
8. The Earnest Money Deposit (EMD) @ 0.5% of the offered value.
9. Certificate details or letter in r/of Income Tax / Sales Tax / Professional Tax /GST Number showing SAC code.
10. Balance Sheet of Last Three years certified by C.A.
11. Experience Certificate.



**ON CONTRACTORS LETTER HEAD**

**ANNEXURE –G**

**DECLAIRATION**

**E-TENDER NO. SE/TUC/HR/T-11/2024-25**

Declaration regarding basic pay, special allowance, HRA & other allowances to be paid to the skilled, unskilled labour engaged will be as per rules & regulations & the payment for each month will be made to the outsourced skilled, unskilled labour through RTGS / ECS & up to the 7<sup>th</sup> day of every month.

Signature & Seal of company

LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40203201 Exp on Outsourced	ADM 004	Number	998514	139		null

Required Documents (To be uploaded online)				
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Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	PRICE bid	Price Section	40203201 Exp on Outsourced	Price Docu
2	Tech.Bid	Technical Section	40203201 Exp on Outsourced	Tech Document
3	comm.docu	Commercial Section		Comm.Document