

MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED

Registered office:- Block No.2, Shakti Bhawan, Rampur, Jabalpur

OFFICE OF THE EXECUTIVE ENGINEER (TESTING) SHUJALPUR

Telephone 07360-244064, E-Mail- eet.sjp@mptransco.nic.in

No. /EE/T/SJP/TS- 48 /1097

Shujalpur dtd. 05/02/2019

- (1) WEB MASTER
MPPTCL Jabalpur
Email- tenders.mpptcl@gmail.com
(2) Notice Board,

Sub: - Enquiry for engagement of 02 No. Computer Operators / Data entry operators on contract basis for a period up to **31.03.2020** for Testing Division Shujalpur.

Dear Sir,

Sealed quotations are invited from reputed firms in prescribed proforma (schedule-I) for engaging 02 No. Computer Operator/ Data entry operator on contract basis for a period up to **31.03.2020** for Testing Dn. Shujalpur. The quotation should be submitted in a sealed envelope duly super scribed "Quotation for providing Computer operator/Data Entry Operator on contract basis. The quotation should reach to this office on or before **26.02.2019** up to **3.00 PM** on due date or earlier & will be opened on same day at **03:30 PM**. Please note that the offer received after due date and time will not be considered. In case holiday is declared on above date for some reason or other, the quotation will be opened on the next working date of this office. Terms and conditions of enquiry are as follows:-

S. No.	Particulars	Qty.	Due date of submission of sealed quotations	Date & time of opening of quotations	Earnest money
01	Providing computer operator on contract basis for a period up to 31/03/2020 from the date of engagement for actual no. of working days in the month on the basis of minimum wages rules payable per month based according to The Labour commissioner MP Gov. Indore's order in force inclusive of all liabilities (i.e. EPF, ESIC, Service charges & GST etc.)	02 Nos.	26/02/2019 03:00 PM	26/02/2019 03:30 PM	Rs. 6000/- In the form of DD or banker's cheque in favour of RAO MPPTCL Indore

Terms and conditions

- The quotation should be typed or written in ink only and it should be clear and visible. Quotation completed with all relevant technical details should be submitted in the sealed envelope, enquiry No. and date/ due date must be clearly mentioned on the top and the right hand side of envelope as well as on quotation.
- Qualification and experience criteria for required man power (Computer operator):-** All the computer operator to be deployed should have Diploma in computer application & an experience of 03 years in typing, data entry, tender processing & preparation of day to day routine official information/presentation in Hindi/English with MS office in Govt. sector, Power utility with good knowledge of computer basics and English language.
- Submission of document:-** Copies of the following documents are required to be submitted along with tender:-
 - Income tax return for last three assessment years.
 - PAN
 - EPF No.
 - GST registration No.

The above mentioned valid documents in the name of firm/proprietor shall accompany the tender else, the tender may be rejected.

Contd. On next page.....

8. **Rates:-** In "Price schedule" Schedule-I, Part-A, the labour charges (Min. wages, EPF, ESIC on wages at prevailing rates) for various categories involved for complete scope of work has been indicated. The labour charges indicated in Part-A of schedule-1 is based on minimum wages declared by the Labour commissioner Gov. of MP as on dtd. 10.10.2018 for various categories. The bidders are required to quote their rates in Service charges in percentage (%) only in the Part-B of "Price schedule" schedule-1. The service charges shall be payable as per quoted % of total labour cost payable. The service charges shall include all the expenditures other than labour charges viz. Insurance under W/C Act, Pradhan Mantri Jeevan Jyoti Yojana & Pradhan Mantri Bima Suraksha Yojana etc. Various incidentals, over heads, administrative and supervision charges/expenses etc. involved in the execution of the work as per scope of the tender and also the profit of the contractor.
5. **Taxes & Duties-**
- 5.1 The deduction of income tax as per statutory requirement of this contract shall be made from monthly bills.
- 5.2 As per the provision of GST Act, GST @ 18% or at previously rate/rules shall be applicable with effect from 01.07.2017.
- 6 **EMD Requirement-** The Bidder shall deposit the **Earnest Money 6000/-** through BG/DD/Bankers cheque payable in the name of Regional Accounts Officer MPPTCL Indore. No offer shall be accepted without EMD. On opening of enquiry if it is, revealed that EMD amount is inadequate or any other discrepancy is noticed the tender shall be rejected & returned to the bidder.
7. **Insurance-** Insurance under ESIC is mandatory if applicable to the area. In addition the contractor shall insure his employees for additional insurance under workman compensation "Pradhan Mantri Jeevan Suraksha Yojna" & "Pradhan Mantri Jeevan Jyoti Yojna". The cost of which is deemed to be included in the service charges offered by you.
8. **Rules and Regulations-** All relevant Labour Laws and Regulations i.e. payment of Minimum wages, valid EPF, ESIC, Good & Service Tax etc. shall be strictly followed by the Agency/contractor. In case of violation of law the contract may be terminated and disciplinary and legal action will be initiated which may include forfeiture of security deposit.
9. **Contractual Period-** The contract shall be effective for a period of 12 months, which may be extended on mutual consent. If considered necessary, we may place extension order on the basis of satisfactory performance of the contract, on mutual agreement basis for further period of 6 months, on the same, terms & conditions. A further extension order on the basis of satisfactory performance of the contract may also be considered for a maximum period of 6 months subject to availability of administrative approval.
10. **Abandonment of Contract-** Abandonment of responsibilities accepted by the contractor under this contract without prior notice is strictly prohibited. If, for whatsoever reasons, contractor wishes to discontinue the work given to him, he must give a 30 (thirty) days notice to the Engineer-in-charge conveying his intention. Engineer-in-charge within 21 (twenty one) days of receipt of such notice shall inform the contractor of acceptance or otherwise of his notice.
11. **Termination of Contract-** In the event of breach of any of the terms of the order by the contractor, the MPPTCL reserves the right to:-
- a. Cancel the contract without any liability on MPPTCL's side by giving 10 days notice to the contractor. Under such a situation payments only to the executed portion of the contract shall be released on pro-rata basis.
- b. Forfeit the security deposit.
- c. Penalty equal to one month charge shall be recovered.
- d. MPPTCL will reserve the right to complete the balance unexecuted portion of the contract through some other agency or departmentally at the cost and risk of the contractor.
- e. In the event of termination contract on the basis of un- satisfactory performance or any other reason, firm may also be debarred for appropriate period from the future business in the MPPTCL. The termination of the contract may precede or follow the debarment of the firm. However in interest of MPPTCL if the work is required to be continued, contract may not be terminated.
12. The proposed rates should be valid for the full period of contract, including extended period as the case may be irrespective of any increase in Labour charges, taxes any other reasons whatsoever.
13. The company reserves the right not to accept the lowest or any quotation and place orders with one or more tenderers without assigning any reason whatsoever.

Contd. On next page.....

29. The Agency who secures the order fully or partially will have to deposit 10% value of the award towards Security Deposit.
30. The quantum of work shown in enquiry is provisional and can be reduced or increased by us. Quotation not received as per enquiry shall be rejected.
31. In case date of opening of enquiry is declared as holiday, the enquiry will be received and opened on the following working date at the specified timings as mentioned in enquiry.
32. On occurrence of an accident which results in death of any workman employed by the contractor or which is so serious as to be likely to results of death of any such workman the contractor shall within 24 hours of happening of such accident. Intimate, in writing to the OIC of the company. The Agency shall indemnify the company against all loss of damage sustained by the company. Resulting directly or indirectly from his failure to give intimation in the manner aforesaid including the penalties or fines if any payable by the company. As a consequence of the company's failure to give notice under workman compensation Act or otherwise to conform to the provision of the said Act in such accident.
33. The Agency shall be responsible for preferring all claims and made good for the damage or loss contractor shall provide the insurance for the personal employed by him at site as required under workman compensation Act. The contractor shall take reasonable and timely precautions against accidents injuries thereto. All costs damages expenses which the company may have paid under the contract, may be deducted by the company from the any money due or becoming due by him to the contractor under the contract or may be recovered by action at the law of otherwise from the contractor as an arrear of land revenue.
34. No idling charges will be payable by the company for any reason whatever to the Agency for stoppage of work.
35. **Submission of monthly bill:-** The contractor shall raise bill for no. of days for which a computer operator has provided services.
36. **Wherever no. of days in a month are required for calculation, the same shall be taken as 30 days.**
37. Payment to the contractor shall be made on monthly basis normally within 30 (thirty) days after satisfactory completion of work in each month and on submission of bill in triplicate to the EE (T), MPPTCL, Shujalpur. TDS at the prevailing structure shall be deducted from the Firm's monthly bill; however, no interest will be paid by the company on account of delayed payment.
38. GST shall be paid extra as per rules in force.
39. The period for providing services of data entry /computer operators on contract basis as per above details is up to **31.03.2020** only. If required the same may be further extended on the same rates, terms and conditions.
40. **Penalty:- "For each day of absence per computer operator, penalty amounting to 0.5 times of total charge payable (including GST) for services of a computer operator per day shall be deducted."**
41. In the event of the non-compliance of the terms and conditions or due to any other reasons, owner shall have the right to reduce the scope or cancel the contract at any time during its currency by giving one-week notice and the contractor shall have no claim on this account whatsoever. Under such a situation payments only to the executed portion of the contract shall be released on pro-rata basis.
42. All the suit proceedings relating to any dispute or claim arising out of or in the course of performance of the contract shall be filed only in the competent court at Shujalpur/Shajapur.
43. A formal agreement on non judicial stamp paper at prevailing rates (**Mnm. Rs. 500/-**) shall be entered in between the Agency and the company within 10 days from the date of order for the due performance and observation of terms and conditions of the contract.(Cost of stamp papers shall be borne by the contractor).

Thanking you.

Yours faithfully


Executive Engineer (T)
MPPTCL Shujalpur

Copy to:-

2. The Superintending Engineer (T&C) MPPTCL Ujjain.

RATE & COST OF CONTRACT**SCHEDULE-I**

PRICE SCHEDULE FOR ENGAGING COMPUTER OPERATORS BASED ON MINIMUM WAGES AS DECLARED BY THE LABOUR COMMISSIONER GOVT. OF M.P.W.E.F. 01.10.2018 VIDE ORDER NO. 01/11/ANV./V/2015/43469 to 718 Dtd. 10.10.2018 FOR TESTING Dn. Shujalpur FOR A PERIOD UP TO 31.03.2020

PART-A

Sr.No.	Description	Quantity	Rate in Rs.
1.	Providing computer operator on contract basis (Super Skilled Category) for a period up to 31/03/2020 from the date of engagement for actual no. of working days in the month on the basis of minimum wages rules payable per month based according to The Labour commissioner MP Gov. Indore's order in force inclusive of all liabilities (i.e. EPF, ESIC, Service charges & GST etc)	02 Nos.	
2.	E.P.F. Contribution @ 13.00 % on above Sr.No.1		
3.	ESIC Contribution @ 4.75 % on above Sr.No. 1		
4.	Total amount for 02 No. computer operators per month TOTAL (A)	02 Nos.	

PART-B

Service charges per month (Variable according to minimum wages)

Sr.No.	Description	Rs.
1.	Service charges @ -----% on Part (A)	
	Total amount of service charges per month. TOTAL (B)	

PART-C

Total charges payable per month (Variable)

Sr.No.	Description	Rs.
1.	Total charges (A+B)	

GST shall be payable extra at prevailing rates on (C)

Seal & Signature of the contactor