



**OFFICE OF EXECUTIVE ENGINEER ( TESTING )**  
**MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED**

PATHROTA, OFI P.O., ITARSI, 461-446, TEL.NO. 07572-261132

Mail: [testing\\_itarsi@yahoo.co.in](mailto:testing_itarsi@yahoo.co.in)



No. 73253 / 2019 / 109 / 01 / 1508

ITARSI, DATED: 13.02.2019.

To,

M/s,.....

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Sub: - Short tender enquiry for providing services for data entry work, data processing work & typing work by deploying 02 nos. Computer Operator against Tender Specification No. 73253 / 2019 / 109 / 01.

Dear Sir,

Please offer your rates to award contract for providing services for data entry work, data processing work & typing work by deploying 02 nos. Computer Operator in the O/o Executive Engineer Testing Division, MPPTCL, Itarsi during office Hrs. As per The CE (T&C) MPPTCL Jabalpur's L. No.: 04 - 04 / SE - II / 3825, Jabalpur, Dated: 06.02.2019, sealed tenders are invited for the following work with due date for quotation opening as 27-02-2019. Please note that the offer received after due date and time not be considered. The offers should be submitted by the firms / agencies only, offer in the name of individual shall not be accepted. The other terms and conditions of enquiry are as follows:

Sl. No.	Name of the works.	T.S. No.	Earnest money (Rs.)	Cost of Tender Form (Rs.)	Last date of Selling of the Tender	Last date and time of receipt of Tender Form	Date & Time of opening of Tender Form.
1	Providing services for data entry work, data processing work & typing work by deploying 02 nos. Computer Operator.	73253 / 2019 / 109 / 01	6000 /-	560 /- (Rs. 500 + GST@12%)	26.02.19	27.02.19 up to 15.00 Hrs.	27.02.19 at 16.00 Hrs.

1. The offer shall be submitted in a sealed envelope duly super scribed. **“Offer to award annual contract for providing services of Two nos. Computer Operator.** The offer should reach in the

O/o E.E. (T) Testing Dn. MPPTCL Itarsi on or before 27.02.2019 up to 15:00 Hrs. The offers will be opened on the same day i.e. 27.02.2019 at 16:00 Hrs. The offer should be typed or written in ink only and it should be clear and visible. Offer completed with all relevant technical details should be submitted in the envelope. The details of enquiry viz. enquiry no. & date, due date etc, must be clearly mentioned on the top right hand side of envelope as well as on offer.

2. The tender forms comprising the detail terms & condition, Schedule I for price bid, Annexure I for scope of works etc. can be obtained from the office of Executive Engineer Testing Division, M.P. Power Transmission Co. Ltd., Itarsi on Payment of cost of Tender Form (i.e. Rs.560/-) through Demand Draft payable to **R.A.O. MPPTCL, Bhopal**. In case the Tender document is required by post, an amount of Rs. 150/- is to be paid extra. The date of issue of D.D. shall not be prior to 1 month from the date of issue of tender.
3. The tenderers shall have to deposit the earnest money as per respective tender specification in the form of Bankers Cheque or Demand draft payable to Regional Accounts Officer, MPPTCL Bhopal. No tender will be accepted without Earnest Money. Please note that Earnest Money deposit in any other form i.e. Bank Guarantee/FDR etc. is not acceptable.
4. The tender forms duly filled and completed in all respect should reach the office of EE (T.Dn.), MPPTCL Pathrota Itarsi on or before the time and due date indicated above. The tenders received up to due date and time shall be opened at the date and time specified above, in presence of such tenderers who remain present.
5. The manpower deployed by the agency / contractor should be well conversant with Hindi & English Typing & must have good knowledge of computer basics and English Language. They must be well conversant with various type of programs/Software i.e. Word, Excel, and Internet etc. Behavior befitting to office decorum is expected to be observed throughout by them. They shall not be entitled for any benefit and shall not claim any priority in case direct vacancies are announced in future. The working shall be of 8.00 hours. The personnel shall get half an hour specified break between the working hours on all working day. The weekly off on Sunday and all gazette holidays shall be allowed to them. However, as per necessity, they may be called for performing the official work on any holiday & weekly off. They should always carry a photo identity card issued by the contractor and signed by the department head where they are deputed.
6. The tenderer should be having GST registration no. as per the provision of GST act applicability.

7. This office shall not be responsible for delay on any account, in case of late receipt of tender document.
8. The undersigned reserves the right to reject any or all tenders or accept any tender in full or part considered advantageous to MPPTCL whether it is lowest or not without assigning any reason whatsoever.
9. In case any of the above due dates prescribed as above is declared as a holiday, then the due date for selling, receiving and / or opening of the tender will accordingly get automatically shifted to next working day. No prior intimation shall be issued separately in this regard.
10. Any other information in respect of tender can be obtained from this office on any day during office hours.

Thanking you,

Executive Engineer  
Testing Division MPPTCL Itarsi.

Copy to:-

1. The S.E. (T&C) / 400KV S/S Circle MPPTCL Bhopal – for favour of kind information please with a request to please arrange to display on notice board for wide circulation
2. The E.E. (400KV T.Dn.) / (Testing Dn)- I MPPTCL, Bhopal / Hoshangabad – for wide publicity among against the interested contractor and displaying on notice board.
3. The A.E. 220 / 132 KV S/S MPPTCL Itarsi / Sarni / Betul / Multai / Gudgaon / Chicholi / Amla - You are instructed to arrange for displaying this tender enquiry on Notice Board for wide circulation.
4. Web Master O/o The CE (Plg. & Design / Procurement) MPPTCL Jabalpur - Please upload the above enquiry on company's website.
5. Notice Board.