



## MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED

(A wholly owned Government of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

EXECUTIVE ENGINEER(SCADA) MPPTCL BHOPAL,

email: eescadabpl@gmail.com

No.EE/SCADA/Enq./comp.opt/2018/ 1998-99  
To,

Bhopal, Dated.20/03/2018

M/s -----  
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Sub: - Enquiry for providing services for data entry work, data processing work & typing work by deploying 02 nos Computer Operators for the office of Executive Engineer Regional scada control centre MPPTCL Bhopal.

Please offer your rates to award contract for providing services for data entry work, data processing work & typing work by deploying 02nos Computer Operators in the O/o EXECUTIVE ENGINEER Regional scada control centre MPPTCL Bhopal.during office hours. The enquiry is due for opening on **\_10.04.2018\_** at 3.00 PM. Please note that the offer received after due date and time will 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: -

### **Terms & Conditions:**

1. The offer shall be submitted in a sealed envelope duly super scribed. **"Offer to award contract for providing services of Two Nos. Computer Operators"**. The offer should reach in the O/o EXECUTIVE ENGINEER Scada o/o SE 400 KV SS CIRCLE MPPTCL Bhopal on or before **10.04.2018** up to 2.30 PM. The offers will be opened on the same day i.e. **10.04.2018** at 3.00 PM. In case date of opening of enquiry is declared as holiday, the enquiry will be received and opened on the following working day at the specified timings as mentioned above. 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 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. MS Office and Internet etc. Scope of work is as per Annexure-I enclosed. The successful Contractor has to furnish the operators qualification / proficiency certificate duly certified while joining work in office. Behavior befitting to office decorum is expected to be observed through out 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.

### **3. Submission of document:**

Copies of following documents are required to be submitted:-

- Income Tax return for last three Assessment Years (2015-16, 2016-17 & 2017-18),
- PAN
- EPF No.
- Goods & Service Tax Registration Number

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

### **4. Rates:-**

In "Price Schedule" Schedule-1, Part-A, the Labour Charges (Min. wages, EPF & ESIC on wages at prevailing rates) for complete scope of work have been indicated. The Labour charges indicated in Part-A of Schedule-1 are based on Minimum wages declared by Labour Commissioner GoMP and applicable w.e.f. 01.10.2017 for various categories. The Contractors/bidders are required to quote their rates for Service Charges in percentage(%) only in the Part-B of "Price Schedule" Schedule-1. The Service Charges shall include all the expenditures other than labour charges viz. ESIC under Workman compensation Act, Pradhan Mantri JeevanJyotiYojna& Pradhan Mantri Bima Suraksha Yojna etc. various incidentals, overheads, 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. The Labour Charges shall vary in accordance with revision of minimum wages by Labour Commissioner from time to time. The total sum of Part-A (Basic Labour Charges, variable) and Part-B (Service Charges also variable) of Schedule-1 shall be payable to the L-1 Contractor after seeking award. For obtaining the payment of total labour cost indicated in Part-A of the price schedule, the successful Contractor shall have to submit proofs/evidences regarding the payment made by him for the items covered in the Part-A of price schedule (viz. payment of monthly minimum wages, EPF & ESIC wherever applicable). Compliance of ESIC rule is mandatory if applicable to the area. After revision of the minimum wages the order rates shall be revised, accordingly on the basis of revised labour cost & service charges.

### **5. Taxes & Duties**

- 5.1 The deduction of income tax and Goods & Service Tax and any other taxes at prevailing rates as per statutory requirement of this contract shall be made from monthly bills.

- 5.2 The payment/deduction of various taxes duties shall be made as per prevailing rules and statutory requirement of this contract as given hereunder:-

As per prevailing circular/rule 100% Goods & Service Tax at prevailing rates shall be payable by MPPTCL directly to the concerned taxation authority. Therefore, No Goods & Service Tax shall reimbursed/payable to the contractor. In case of any changes in Goods & Service Tax rates/rules the same shall be payable within contractual obligation period at prevailing rate and as per rule.

For obtaining the payment of total labour cost indicated in Part-A of the price schedule, the successful Contractor shall have to submit proofs/evidences regarding the payment made by him for the items covered in the Part-A of price schedule (viz. payment of monthly minimum wages, EPF & ESIC wherever applicable). Compliance of ESIC rule is mandatory if applicable to the area. After revision of the min. wages the order rates shall be revised accordingly.

In addition the contractor shall ensure his employees for additional ESIC under "Pradhan Mantri Jeevan Suraksha Yojna" & "Pradhan Mantri Jeevan JyotiYojna". The cost of which deemed to be included in the service charges offered by you. Apart from this, insurance under ESIC is also mandatory if applicable to the area.

#### **6. EMD Requirement :**

The Contractor shall deposit the Earnest Money amount @ Rs.7,000/- for providing computer operators in form of BG/DD/Bankers cheque drawn in favour of 'Regional Accounts Officer, MPPTCL, Bhopal . 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/Enquiry shall be rejected & returned to the bidder.

#### **7. Security Deposit:**

The Agency who secures the order will have to deposit 10% security deposit of the order value. The amount of the EMD shall be converted in to security deposit and retained for entire contractual period for faithful performance of terms & conditions of the order and satisfactory completion of the contract and if, their is no claim for recovery against Contractor. The balance 8% security deposit shall be deducted from each running bills.

#### **8. EVALUATION :**

The evaluation of lowest Contractor will be done on the basis of the total sum of Part-A (Labour cost, variable) and Part-B (Service Charges, variable) of Schedule-I.

In case of arithmetic errors if any, committed by the Contractors in their price bids (Schedule I), the MPPTCL reserves the right to correct it in following manner:

(a) If any error is committed in the total amount due to calculation in any of the individual item, consequently causing the error in Subtotals/Grand total, the error at it's origin will be corrected first and then Sub Total & Grand Total will be corrected accordingly to the end in that order. The rates quoted by the Contractors will not be changed in any case.

(b) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail subject to [8(a)] above.

(c) The correction made above will be binding on the Contractors and deemed to be accepted by him.

(d) In case of any ambiguity in the quoted rates, MPPTCL may interpret it to its benefit. MPPTCL, also reserves its right to correct as given above or to reject such ambiguous/absurd offers without giving any reasons whatsoever.

In case it is found that there are more than one L-1 Contractor then selection of Contractor shall be made as per the following methodology in sequential way:

- Option (i) Taking discount percentage from all L-1 Contractors in sealed envelopes. However, the final percentage arrived after discount shall in no case be less than the minimum percentage specified in the Tender.
- Option (ii) If no result is found in adopting Option (i), then by allotment on the basis of mutual consent equally among all L-1 Contractors.
- Option (iii) If no result is found in adopting Option (i) and (ii), then by following Lottery System ensuring equitable distribution of the work. (The Contractor selected once in the lottery system or otherwise shall not be given the opportunity for securing more works till all other L-1 Contractors are given atleast one work. Further, if number of works are more than the no. of Contractors in tie, 2nd chance & so on will be given to them only after allotting one work to each Contractor).
- Option (iv) Any other alternate which deem fit in the interest of the MPPTCL and depending upon the circumstances arised.

The final decision in this regard will be taken by MPPTCL as per circumstances encountered at the time of finalization of Tender which will be binding on all Contractors.

## **9. Submission of documents with bills by the contractor and Payment Term:**

It is mandatory on the part of contractor to furnish the following documents to the EXECUTIVE ENGINEER Regional scada control centre MPPTCL Bhopal or equivalent who will verify & pass the monthly bills on that basis and send to the RAO for releasing the payment. The payment shall be made within 30 days after submission of bill alongwith following documents.

- List of employees (giving name and qualification) engaged by the contractor.

- A copy of ESIC policy covering all deployed persons shall be submitted along-with the first bill.
- Details of payment made to the staff engaged by the contractor, on monthly basis self certified copy of Bank Pass Book by each operator as proof of payment.
- Documentary evidence of remittance of employees' and self EPF contribution to EPF Authority on monthly basis.

Further bills for subsequent months/quarter shall be admitted after compliance of above.

#### **10. Payment to the contractor:-**

Payment to the contractor shall be made on monthly basis normally within 30 (Thirty) days or in turns as per queue whichever is later after satisfactory completion of work in each month and on submission of bill in triplicate to the O/o EXECUTIVE ENGINEER Regional scada control centre MPPTCL,Bhopal . The TDS as per applicable rates shall be deducted from the Agency's monthly bill. However, no interest will be paid by the company on account of delayed payment.

#### **11. Implementation of employee's provident fund & miscellaneous provision act 1952.**

The provisions on Employees Provident Fund & Miscellaneous Provisions Act- 1952 are applicable in respect of employees engaged by the contractor. The following instructions are to be followed for statutory compliance of proper implementation of the EPF Act :

Every employee shall have to be enrolled for the membership of Employees, Provident Fund in accordance of the provisions of "Employee provident fund" and Misc. provision Act.1952 with all the amendments as may be enacted by the Provident Fund Commissioner from time to time.

The contractor shall be responsible for deduction towards E.P.F. contribution from workers and remittance to E.P.F. authorities together with an equal amount contributed by him and its deposition with the concerned authority along with his share. The prescribed yearly format duly verified/ accepted by EPF authority shall be submitted to the Contract-in-charge for confirmation of deposit of EPF share of individual labour engaged by the contractor with concerned authority. Otherwise the security deposit will not be released.

The contractor shall be responsible for payment of wages to each worker employed by him as a contract labour in accordance with the provisions of the law. The payment of minimum wages to the staff employed by the contractor shall be made by him on monthly basis through Cheque/DD in the presence of authorized representative of the principal employer or by NEFT to worker's bank account only till first week of next month for preceding month positively, failing which the same shall be taken for evaluation of performance. Necessary evidence of payment shall be submitted by the contractor along with bill. Cash payment is not permitted. In case of default, action as per Law may be taken against the contractor

**12. Penalty**

In case of non execution of work/absence/leave or unsatisfactory performance of any personnel, alternate arrangement for suitable replacement will be made by the agency/contractor failing which deduction/penalty shall be levied as per following rates ,total labour cost (wages+EPF+ESIC) for absent man days in addition: -

- For non availability of operator for up to 2 days-  $0.25 \times \text{No. of days absent} \times \text{total labour cost per day}$ .
- More than 2 days up to 7 days -  $0.5 \times \text{No. of days absent} \times \text{total labour cost per day}$ .
- Above 7 (Seven days) -  $1 \times \text{No. of days absent} \times \text{total labour cost per day}$ .

On penalty amount GST shall be applicable at prevailing rate.

**13. Rules and Regulations:**

All relevant Labour Laws and Regulations i.e. payment of Minimum wages, valid EPF, ESIC, Goods & 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.

**14. Contractual Period:**

The initial period of 1<sup>st</sup> contract shall be effective upto 31.03.2019. If the performance of the contractor is found satisfactory then on receipt of administrative approval, extension orders may be awarded on year to year basis on same service charge, terms & conditions for further, two years. A further extension order on the basis of satisfactory performance of the contract may also be considered for a maximum period of one year beyond two years.

- 15.** On occurrence of an accident during work period, which results in serious injury or in death of any workman employed by the agency/contractor, the agency/contractor shall within 24 hours of happening of such accident intimate, in writing to the order issuing authority of the company. The Agency shall indemnify the company against all losses or damages sustained or likely to be 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 failure to give notice under workman compensation act or any other relevant act applicable/in-force or otherwise to conform to the provision of the said act in such accident.

- 16.** The Agency shall be responsible for settling all claims and make good for the damage or loss. Agency/contractor shall provide the ESIC for the personnel employed by him as required under workman compensation act. The agency will be fully responsible for workman engaged if injured or met with any type of accident during course of contract period or extended period. In this connection all claims raised by affected person due to any

minor/major accident shall be fully paid by the agency. The company should not accept any liability on this behalf. In case of any such accident, the contractor shall be liable to compensate the deceased or his family for Rs. 5 Lakhs in case of bodily injury resulting in disability [subject to change time to time as per relevant rules) or Rs. 10 Lakhs in case of death of the employee (subject to change time to time as per relevant rules].

- 17.** All costs, damages, expenses which the company has paid or might have to pay under the contract, may be deducted by the company from the any money due or becoming due to him under the contract or may be recovered by action at the law or otherwise from the agency/contractor.
- 18.** No idling charges will be payable by the company for any reason whatsoever to the Agency for stoppage of work.
- 19.** In the event of the non-compliance of the terms and conditions or due to any other reasons, company shall have the right to cancel the contract at any time during its currency by giving one-week notice and the agency/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.

**20. Abandonment of Contract:**

Abandonment of responsibilities accepted by the contractor under this contract without prior notice is strictly prohibited. Such act shall be treated as endangering the security of M.P. Power Supply System and shall be dealt with in accordance with appropriate laws. If, for whatsoever reasons, contractor wishes to discontinue the work given to him, he must give a 30 (thirty) days notice to the Contract-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.

**21. 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 of 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.

**22. Arbitration/Jurisdiction:**

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 Bhopal .

**23. Commercial questionnaire:**

Contractors are requested to confirm their acceptance to the commercial questionnaire as per Annexure-II and ensure that the above questionnaire is attached with the offer duly filled in.

**24. Validity of Offer :**

For a period of minimum four Month from bid opening date.

**25. Agreement:**

A formal agreement on non- judicial stamp paper worth `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.

**26.** The requirement of personnel is purely on temporary basis and may cease to exist any time, for which due notice shall be given to contractor.**27. Deductions from contract price:**

All costs, damages or expenses which the Company may have paid for which under the contract the contractor is liable may be deducted by the Company from any money due or becoming due by him to the contractor under the contract or may be recovered by action at law or otherwise from the contractor as an arrear of land revenue.

**28. Contact Person :**

For any query, the Contractors may contact the establishment Incharge on phone No. 7587573423 or at mobile no. 9425805060.

Enclsoure:

- i) Schedule-I
- ii) Annexure-I (Scope of work)
- iii) Annexure-II

**EXECUTIVE ENGINEER (SCADA)  
MPPTCL, BHOPAL**

Copy to -

1. The SE (T&C) MPPTCL, Bhopal with the request to display on NOTICE BOARD.
2. The EE Testing 400KV Div/ Div II/ MPPTCL, Bhopal/ - For wide Publicity amongst the interested contractors and displaying on NOTICE BOARD.
3. The web Master O/o CE (P&D) MPPTCL, Jabalpur.
- 4 Notice Board.



**Schedule-I****SCHEDULE OF RATE**

**PART(A) Monthly Variable Labour Cost** Payable Based On Minimum Wages w.e. f. 01.10.2017(as per Labour Commissioner Indore Lno.1/11/A/V/2015/39274-39445 Dtd.29.09.17)

| <b>S. No:</b>    | <b>Name of activity</b> | <b>Particulars</b>  | <b>Monthly Rate (in Rs`)</b> |
|------------------|-------------------------|---|------------------------------|
| <b>1</b>         | <b>2</b>                | <b>3</b>  | <b>4</b>                     |
| 1                | Computer Operator       | Variable Monthly Labour Charges for providing Computer cum Data Entry Operator for 2 Nos. Persons | 25,136.00                    |
| <b>Total (A)</b> |                         |   | <b>25,136.00</b>             |

Note:- The above charges are including EPF & ESIC charges at applicable rates (present rate EPF-13.15% & ESIC-4.75%) & shall be payable against documentary evidence.

**PART(B) Monthly Service Charge in percentage** to be quoted by the bidder:-

| <b>S. No:</b>             | <b>Particulars</b>   | <b>Total Monthly Amount of Part (A) (inRs`)</b> | <b>Percentage of amount indicated in col. No: 3 in one digit of decimal</b> | <b>Amount (inRs`)<br/>(Col. No: 3x 4)/100</b> |
|---------------------------|--|---|---|---|
| 1                         | 2  | 3   | 4   | 5   |
| 1                         | Variable monthly Service Charges for providing Two nos. Computer Operators | <b>25,136.00</b>                                |   |   |
| <b>(in words) Rs.....</b> |  |   |   |   |

Note : 1. **GST extra** at prevailing rates on PART(A) & PART(B).

2. Percentage Service charges [PART(B)] quoted in column 4 should not be less than 3% , otherwise bid will be rejected. Further, the same can be quoted upto one decimal place only. Please note that percentage quoted in the second digit will not be taken into consideration.

**Total amount Part(A) Rs.25,136/- + Part(B) Rs. ....**

**= Rs.....**

In words `.....

Date:  
Name :  
Place:

Signature of the Tenderer :

Seal of firm/agency:

**ANNEXURE-I**

**SCOPE OF WORK:-**

- (I) All computers, associated peripherals and software shall be provided by the company.
- (II) **The computer work is to be carried out in the office of executive Engineer Regional scada control centre, MPPTCL, Bhopal.**
- (III) Data entry will be done in the MS Office & in house developed S/W & format as desired.
- (IV) Following work will have to be performed by the computer operator.
  - (i) Information received through e-mail from field offices shall have to be down loaded and compiled.
  - (ii) Hindi/English typing letters and U.O. Note and printing etc.
  - (iii) Other work as entrusted time to time.

Computer Operator must be well conversant with English & Hindi Typing & have a good working knowledge of computer basics and English language. He must be capable of working in the software's like MS-Office etc.

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**ANNEXURE-1I****Details of agency/contractor & Questionnaire****Sr.No. Description**

1. Name/Address of agency/contractor  
With PAN :
2. Type of Agency/contractor  
(Prop./Partnership/Pvt.Ltd/Ltd.,etc) :
3. Name/Designation/Address of  
the contact person & e-mail with mobile &  
Fax Number. :
4. Whether the agency/contractor and  
staff (going to provide on contract) are  
registered under the EPF and ESIC Act? :
5. **Please indicate following details:(Copy must be enclosed)**  
**i) GSTIN Registration No. ....**  
**ii) Category of Registration (Composition/  
Non Composition): .....**  
**iii) Rate of GST : .....**
6. Please confirm that the quoted Service :  
Charges are as per clause 4 of enquiry specification.
7. Whether the terms and conditions in the :  
Enquiry & scope of work as contained in  
Annex-I are acceptable to the agency/contractor.
8. The agency/contractor have to submit :  
the acceptance letter to pay the  
minimum wages to the engaged  
personnel as per law and charges fixed  
as per statutory provision be ensured for  
the personnel so engaged by the  
agency/ contractor.
9. Are you agreed to give one time consent to  
Accept extension orders on year to year basis  
for the period for further two years and  
terms and conditions of this enquiry.
10. Whether the firm accepts the penalty Clause ? :
11. Amount of EMD :
12. Particulars/details of EMD :
13. Please indicate validity of offer (it should :  
Not be less than 4 months)
14. Whether MPPTCL's payment terms is  
Acceptable?
15. Whether agreeable to Security Deposit :  
Clause of the enquiry?

Note :\_ Please note that in case of deviation from MPPTCL's terms & conditions, the offer shall be liable for rejection.

Encl : As above.

Date : -----

Dated Signature of Authorized Person

Place : -----

Name :  
Designation:  
Seal (Rubber stamp)

**Calculation of monthly variable Labour cost****Schedule I (Part (A) : Monthly**

|  |   |                          |
|--|---|--------------------------|
| Total wages for high Skill Employees                                   | : | Rs. 10,660.00            |
| (As per Collector Bhopal order No. 2761/V.LI(3)/<br>2017 dt. 6.4.2017) |   |                          |
| EPF @ 13.15%   | : | Rs. 1,401.79             |
| ESIC @ 4.75%   | : | Rs. 506.35               |
|  |   | -----                    |
| TOTAL  | : | Rs. 12,568.14            |
| Say  |   | Rs. 12568.00             |
| For 2 Computer Operators $12568 \times 02 = 25136/-$                   | : | Rs. 25,136.00 Per month. |

## Name of Agencies/Contractors

|    |  |
|----|--|
| 1  | Shri Santosh Malviya, House No 10, Sukhi Sewaniya Bhopal                           |
| 2  | M/s Aamir Ali, 20, Mirza Wadi Naem Beg Marg, Ujjain                                |
| 3  | M/s Sky Enterprises, G-10 Bank Nagar, Ashok Vihar, Bhopal                          |
| 4  | M/s MR Electrical Consultant, 50 Old Rajmohalla, Indore                            |
| 5  | Shri Nikhil Mohine, Gandhi Ward, Post Parasia Distt.Chhindwara-<br>MP-480441       |
| 6  | M/s Surya Force Security Services Pvt. Ltd., 23 bhakt Prahlad<br>Nagar Indore      |
| 7  | M/s Yogendra Electrical Works,7 Diversion Road, Opp. Gayatri<br>Mandir, Satna.(MP) |
| 8  | Shri Mohd. Akil , H.No. 26, Bank Nagar, Ashok Vihar Colony Bhopal                  |
| 9  | M/s Mahakal Technicals, 22/172 Near Bhuteshwar Temple, Sant<br>Ravidas Ward, Sagar |
| 10 | M/s Lokesh Kumar Gupta, 588, Sadar Bazar, Khujner, Distt.<br>Rajgarh (MP)          |
| 11 | Notice Board   |



**Name of Agencies/Contractors**

|    |  |
|----|--|
| 1  | M/s Sharad Singh, 526, Bai kaBagicha, Ghamapur, Bhopal .   |
| 2  | M/s S.K. Enterprises, Shop No: 8, Near Jyoti Cinema, Nagar Nigam Market, 2 <sup>nd</sup> floor, Naudra Bridge, Jablapur (M.P.) |
| 3  | M/ Radiance Agency, 1946/B-12, ShailVihar, Rampur, Bhopal .  |
| 4  | M/s Shrikant Shukla, Old H/43, Near DurgaMandir, Bargi Hills, Bhopal   |
| 5  | Shri Krishna Associate,874/B, Gangaram Ka Bada,SheetlamaiGhamapur Bhopal (MP)-482 001.   |
| 6  | Shri Sahay Associate, 575, COD Colony, Suhagi , Adhartal, Bhopal .   |
| 7  | M/s. Ash-Tech Forms, 7/19, Civic Centre, Bhopal  |
| 8  | M/s. Om Sai Enterprises, 769, Gali No. 17, Shanti Nagar Damoh Naka, Bhopal   |
| 9  | Shri Vardhaman Trade, 8, SheetalChhaya, Anand Colony, Bhopal .   |
| 10 | Notice Board   |

**Calculation of monthly variable Labour cost****Schedule I (Part (A) : Monthly**

|  |   |                          |
|--|---|--------------------------|
| Total wages for high Skill Employees                                   | : | Rs. 10,660.00            |
| (As per Collector Bhopal order No. 2761/V.LI(3)/<br>2017 dt. 6.4.2017) |   |                          |
| EPF @ 13.15%   | : | Rs. 1,401.79             |
| ESIC @ 4.75%   | : | Rs. 506.35               |
|  |   | -----                    |
| TOTAL  | : | Rs. 12,568.14            |
| Say  |   | Rs. 12568.00             |
| For 2 Computer Operators $12568 \times 02 = 25136/-$                   | : | Rs. 25,136.00 Per month. |



**Name of Agencies/Contractors**

|    |  |
|----|--|
| 1  | M/s Prem Narayan Jat, MIG-82, Indira Colony Agar Road, Ujjain  |
| 2  | M/s Aamir Ali, 20, MiezaBadiNaem Beg Marg, Ujjain  |
| 3  | M/s Sharad Singh, 526, Bai kaBagicha, Ghamapur, Bhopal .   |
| 4  | M/s MR Electrical Consultant, 50 Old Rajmohalla, Indore  |
| 5  | M/s IMD Power Engineer, Jawahar Road, Chhatarpur   |
| 6  | Shri Amit Prakash Tripathi, H.No.377, Ward No.10, Post Rampurbaghelan, Distt. Satna-485115                                     |
| 7  | Shri Nikhil Mohine, Gandhi Ward, Post Parasia Distt.Chhindwara-MP-480441   |
| 8  | M/s Surya Constructions, 23, BhaktPrahaldad Nagar, MOG Lines Indore (MP).  |
| 9  | Shri Krishna Associate,874/B, Gangaram Ka Bada,SheetlamaiGhamapur Bhopal (MP)-482 001.   |
| 10 | Shri Pramod Kumar Bhatt, Maszid Ka Mohalla, Bada Lidhora, Distt. Tikamgarh   |
| 11 | M/s Yogendra Electrical Works,7 Diversion Road, Opp. GayatriMandir, Satna.(MP)   |
| 12 | M/s Rishabh Electrical & Workshop, Satna Road, Amarpatan, Distt. Satna-(MP)-485 775  |
| 13 | M/s Lokesh Kumar Gupta, 588, Sadar Bazar, Khujner, Distt. Rajgarh (MP)   |
| 14 | M/s Shri Sahay Associate, 575, COD Colony, SuhagiAdhartalBhopal -482004(MP)  |
| 15 | M/s J.K. Manwade, Ahilya Fort Area, Dhamnod Road, Maheshwar  |
| 16 | M/s Chandra BhusanYadav,Civil& Electrical Contractor, Post-Chandangaon, Chhindwara (MP)  |
| 17 | M/s S.K. Enterprises, Shop No: 8, Near Jyoti Cinema, Nagar Nigam Market, 2 <sup>nd</sup> floor, Naudra Bridge, Jablapur (M.P.) |
| 18 | Notice Board   |

M/s Sharad Singh,  
526, Bai kaBagicha,  
Ghamapur, Bhopal .

M/s S.K. Enterprises,  
Shop No: 8, Near Jyoti Cinema,  
Nagar Nigam Market, 2<sup>nd</sup> floor,  
Naudra Bridge, Jablapur (M.P.)

M/s. Radiance Agency,  
1946/B-12, ShailVihar,  
Rampur, Bhopal .

M/s Shrikant Shukla,  
Old H/43, Near DurgaMandir,  
Bargi Hills, Bhopal

Shri Krishna Associate,  
874/B, Gangaram Ka Bada,  
SheetlamaiGhamapur  
Bhopal (MP)-482 001.

Shri Sahay Associate,  
575, COD Colony, Suhagi ,  
Adhartal, Bhopal .

M/s. Ash-Tech Forms,  
7/19, Civic Centre,  
Bhopal

M/s. Om Sai Enterprises,  
769, Gali No. 17,  
Shanti Nagar Damoh Naka, Bhopal

Shri Vardhaman Trade,  
8, SheetalChhaya,  
Anand Colony, Bhopal

**MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED**

(A wholly owned Government of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

Block No: 4, Shakti Bhawan, Rampur, Bhopal (MP) 482008,

Tel No: 0761-2702126, 2960, Fax No: 0761 - 2665550

email: www.mptransco.in

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No.CFO/Transco/Estt./Enq.24/62/Vol.2/

Bhopal , Dated.

**ADDENDUM**

Sub:- Enquiry for providing services for data entry work, data processing work & typing work by deploying 10 nos Computer Operators.

Ref:- This office enquiry No. CFO/Transco/Estt./Enq.24/62/Vol.2/1127 dt. 11.7.17.

In reference to above following is added in the enquiry:-

- i) In point No. 3 of Terms & conditions, GSTIN Number be added. Below Part B in Note 1,
- ii) In Schedule I 'Schedule of Rate' the 'Service Tax extra at prevailing rates on PART (A) & PART (B) be deleted. Instead, GST as applicable may be indicated separately.

As such the last date of submission of offer & its opening date is extended to 09.08.2017 in place of 02.08.2017.

All other Terms & condition of referred Enquiry shall remain unchanged.

**EXECUTIVE ENGINEER (SCADA)  
MPPTCL, BHOPAL**



# MADHYA PRADESH POWER TRANSMISSION CO.LTD.

(A wholly owned Govt. of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

Block No.1, Shakti Bhawan, Rampur, Bhopal -482008

Phone:(0761)2702126, 2960, Fax:0761-2665550 e-mail:mptransco@nic.in

No. CFO/Trans/62/

Bhopal , Dt.

To,

M/s. ....

.....,

.....

Mob:

Sub: Order for awarding contract for providing services of Two nos. computer operators on job contract.

Ref: i. This office enquiry No. CFO/Estt/Enq.24/62/Vol.2/1127 dt. 11.7.2017 &  
ii. Your offer dated

Dear Sirs,

We are pleased to place this order to award contract for providing services of Two nos. Computer Operator subject to terms and conditions mentioned here under:-

## **TERMS AND CONDITIONS**

**(1) Nature of Work:-** 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. MS Office and Internet etc. Scope of work is as per Annexure-I enclosed. All Contractor(s) has to furnish the operators qualification / proficiency certificate duly certified while joining work in office. Behavior befitting to office decorum is expected to be observed through out by them. The requirement of personnel is purely on temporary basis. 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.

**(2) Payment :-** The accepted prices indicated in SCHEDULE-I are based on the prevailing minimum wages declared by the GoMPLabour Department at the time of place of this order including all the Mandatory payments e.g. EPF,ESIC, monthly service charge, including GST Tax. The accepted rate shall be revised according to percentage change in the minimum wages declared by the GoMPLabour Department and the same shall be considered for payment from time to time during the

currency of contract. The rates shall be valid for the full period of contract, including extended period if any.

**(3) Security Deposit** :- The total value of order is 2,14,242.00 (Rupees Two lakh fourteen thousand two hundred forty two only) including GST tax. You are required to deposit 10% value of order i.e. 21,425.00 towards security deposit. But the Contractor had deposit Rs. 21,000.00 against EMD during the enquiry process. So the amount of the EMD shall be converted in to security deposit and retained for entire contractual period for faithful performance of terms & conditions of the order and satisfactory completion of the contract and if, there is no claim for recovery against Contractor. The balance security deposit amount shall be deducted from first running bill.

**(4) Accident:-** On occurrence of an accident which results in death of any workman employed by you or which is so serious as is likely to result death of any such workman, you shall intimate within 24 hours of happening of such accident in writing to this office. You shall indemnify the company against all loss or damage sustained by the company, resulting directly or indirectly from your failure to give intimation in the manner aforesaid including the penalties or fines if any payable by the company as a consequence of the your failure to give notice under workman compensation act or otherwise to conform to the provision of the said act in such accident.

**(5) Insurance:-** You shall be responsible for preferring all such claims and make good for the damages or losses. In compliance to Energy Department GoMP letter no. 4855/ 2015/13 Bhopal dated 07-07-2015 all the manpower engaged by the you should be covered by insurance under "Pradhanmantri Suraksha BeemaYojna" essentially. You shall take reasonable and timely precautions against accidents/injuries thereto. You will have to submit a copy of such insurance cover to this office.

**(6) Submission of documents with bills by the contractor and Payment**

**Term:-**It is mandatory on the part of contractor to furnish the following documents to the Sr.E.D.P.Officer (Estt.) or equivalent who will verify & pass the monthly bills on that basis and send to the RAO for releasing the payment. The payment shall be made within 30 days after submission of bill alongwith following documents.

- List of employees engaged by the contractor.
- A copy of ESIC policy covering all shall be submitted along-with the first bill.
- Details of payment made to the staff engaged by the contractor, on monthly basis self certified copy of Bank Pass Book by each operator as proof of payment.
- Documentary evidence of remittance of employees' and self EPF contribution to EPF Authority on monthly basis.

Further bills for subsequent months/quarter shall be admitted after compliance of above.

**(7) Payment to Computer Operators:-** You shall have to make the payment to the personnel engaged by you and other applicable statutory payment as per the rate mentioned below. The Company shall be not be responsible for any lapses on the part of contractor.

- (a) Monthly wages not less than basic minimum wages fixed by the Labour Commissioner, Indore and as revised from time to time.
- (b) Monthly EPF contribution @ 13.36 % of (a)
- (c) Monthly ESI Contribution @ 4.75 % of (a)
- (d) The necessary EPF/ESIC etc shall be deposited by you directly in respective department and proof thereof shall be submitted along with the bills. The income tax and other taxes, if any, shall be deducted as per rules.
- (e) In case of absence/ leave or dissatisfactory performance of any personnel, alternate arrangement for suitable will be made by the you failing which deduction proportionate to the period of such absence shall be done from monthly payment.
- (f) The contractor shall be responsible for ensuring compliance of statutory provisions and fulfilling all statutory obligations under all prevailing labour and other laws in force.
- (i) The requirement of personnel is purely on temporary basis and may cease to exist any time, for which due notice shall be given to you.
- (j) Responsibility in respect of personnel's behavior and necessary police verification will solely be your responsibility and in case any violation to this Clause is observed, the contract shall be liable to the terminated.
- (k) You shall provide EPF/ESIC No. of the Computer Operator provided to the company within one month of so execution.
- (l) The payment shall be released by the RAO, MPPTCL, Bhopal on monthly basis 30 days or on turns as per queue whichever is later after satisfactory completion of work in each month and on submission of bill in triplicate. TDS at the prevailing rate shall be deducted from your monthly bills. However no interest will be paid by the company on account of delayed payment.

**(8) Contract Period:-**The period for providing services of computer operator on job contract basis as per above details is for seven (i.e from 01.09.2017 to 31.03.2018) months only. If required, the same may be further extended for a year on year to year basis on the same rates, terms and conditions after observation of satisfactory performance. You have to provide services of computer operator, observing completion of contractual formalities within seven days from date of issue of order. This contract shall commence from 01.09.2017.

**(9) Delay in Work:-** In case of absence of computer operator from duties, penalty shall be levied as per following rates:

- (a) For non availability of operator up to 2 days : 1.25 times x pro-rata per day
- (b) More than 2 days up to 7 days at a time : 1.5 times x pro-rata per day.
- (c) Above 7 (Seven) days at a time : 2 times x pro-rata / day.

**(10) 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.
- 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 of 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.

**(11) DISPUTE :-**All disputes shall be referred to the, Chief Financial Officer, MPPTCL, Bhopal only, whose decisions will be final and binding on the contractor. However, 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 CompeTwot Court at Bhopal .

**(12) AGREEMENT ;-**A formal agreement on non-judicial stamp paper worth 500/- of appropriate value shall be entered in between you and the company within 10 (Two) days from the date of order for the faithful performance and observation of terms and conditions of the contract. A copy of agreement is enclosed herewith.

**(13) PAYMENT TO THE CONTRACTOR:-**Payment to the contractor shall be made on monthly basis normally within 30 (Thirty) days or in turns as per queue whichever is later after satisfactory completion of work in each month and on submission of bill in triplicate to the O/o C.F.O., MPPTCL, Bhopal . The TDS as per applicable rates shall be deducted from the contractors monthly bill. However, no interest will be paid by the company on account of delayed payment.

All other terms and conditions of the enquiry no. CFO/Estt/Enq.24/62/Vol.2/1127 dt. 11.7.2017 &dated shall be applicable.

Please acknowledge the receipt of order.

Thanking you,

Encl:- i. Schedule-I  
ii. Annexure-I  
iii. Copy of Agreement

Yours Sincerely,

**EXECUTIVE ENGINEER (SCADA)  
MPPTCL, BHOPAL**

Copy to:

1. The Regional Accounts Officer, MPPTCL, Bhopal .

**SCHEDULE-I****SCHEDULE OF PRICES AND QUANTITIES**

| S. No. | Particulars   | Rates per month,<br>per operator<br>(in `) | Total Amount<br>(in `) |
|--------|---------------|--|------------------------|
| 1      | Minimum wages | 10,660.00                                  | 1,25,910.00            |
| 2      | EPF @13.36%   | 1,424.18                                   |                        |
| 3      | ESI @4.75%    | 506.35                                     |                        |
|        | <b>Total</b>  | 12,590.53                                  |                        |

(Rupees One Lac Twenty Five Thousand Nine Hundred Two only)

**Note:**

The accepted rate shall be revised according to percentage change in the minimum wages declared by the GoMPLabour Department and the same shall be considered for payment.

**EXECUTIVE ENGINEER (SCADA)  
MPPTCL, BHOPAL**



**ANNEXURE-I**

**SCOPE OF WORK**

- (I) All computers, associated peripherals and software shall be provided by the company.
- (II) The computer work is to be carried out in the office of Chief Engineer (Procurement), MPPTCL, Block no.3, Shakti Bhawan, Bhopal .
- (III) Data entry will be done in the MS Word/ Excel etc. format as desired.
- (IV) Following work will have to be performed by the computer operator.
  - (i) Information received through e-mail from field offices shall have to be down loaded and compiled.
  - (ii) Typing letters and U.O. Note and printing etc.
  - (iii) Other work as entrusted time to time.

Computer Operator must be well conversant with English & Hindi Typing& have a good working knowledge of computer basics and English language. He must be capable of working in the software's like MS-Office etc.

**EXECUTIVE ENGINEER (SCADA)  
MPPTCL, BHOPAL**