



# छत्तीसगढ़ स्टेट पावर होल्डिंग कंपनी लिमिटेड

(छत्तीसगढ़ शासन का एक उपक्रम) CIN : (U65993CT2008SGC020995)

## कार्यालय कार्यपालक निदेशक (वित्त)

पंजीकृत कार्यालय:- विद्युत सेवा भवन, डंगनिया, रायपुर (छ.ग.)-492013

Website:- www.cspc.co.in E-mail : finance.cspchl@cspc.co.in

O/o E.D. (EIT)  
 CSPDCL Raipur 071-2574359  
 Receipt No. 5/15 2574325  
 Date .....  
 AGM (IT) 13 DEC 2021  
 SE (O)/SE .....  
 EE .....  
 Section..... प्रति

क्रमांक : 05-01 / F&A / T-1613

दिनांक 13.12.2021

### विषय :- निविदा आमंत्रण सूचना

छत्तीसगढ़ स्टेट पावर होल्डिंग कंपनी लिमिटेड के कार्यपालक निदेशक (वित्त.) होल्डिंग कंपनी कार्यालय हेतु 05 कम्प्यूटर ऑपरेटर के अस्थाई अल्पकालीन अनुबंध हेतु उपयुक्त ठेकेदारों से मुहरबंद भावपत्र/निविदा आमंत्रित की जाती है।

क्र.	कार्य का नाम	संख्या	अनुमानित ठेके का मूल्य	अमानत राशि
1.	कम्प्यूटर ऑपरेटर की आपूर्ति	05	₹ 11,15,879 /- (₹ ग्यारह लाख पंद्रह हजार आठ सौ उन्चासी) मात्र	₹ 11,100 /- (ग्यारह हजार एक सौ) मात्र (वापसी योग्य)
अ	निविदा जमा करने की तिथि व समय		03.01.2022	15.00 बजे तक
ब	निविदा खोलने की तिथि व समय		03.01.2022	16.00 बजे तक
स	निविदा की मूल्य - राशि ₹ 1000 /- + जी.एस.टी ₹ 180 /- कुल राशि ₹ 1180 /-			
	नियम व शर्तें			
2	नियत तिथि व समय के पश्चात् प्राप्त भावपत्र/निविदा किसी भी परिस्थिति में मान्य नहीं होगी। केन्द्र शासन/राज्य शासन की अधिसूचना जारी होने के पश्चात् तथा शासन के निर्देशानुसार यदि आदर्श आचारसंहिता लागू होती है तो उस परिस्थिति में आचारसंहिता लागू होने की तिथि से आचारसंहिता समाप्त होने की अधिकृत तिथि घोषित होने तक भाव पत्र/निविदा नियत तिथि पर नहीं खोले जावेंगे। आचारसंहिता समाप्त होने की तिथि के अगले कार्य दिवस पर भावपत्र/निविदा खोले जावेंगे।			
3	डाक द्वारा किसी भी प्रकार की देरी के बावत् कंपनी जिम्मेदार नहीं होगी।			
4	न्यूनतम वेतन अधिनियम 1948 के प्रावधानों के तहत निर्धारित न्यूनतम वेतन एवं अन्य आवश्यक (मेन्डेटरी) भुगतान जो कि ई.पी.एफ., ई.एस.आई., बोनस इत्यादि करना अनिवार्य होगा। सभी भुगतान बैंक के माध्यम से ही करना होगा।			
5	भावपत्र/निविदा उपरोक्त नियत तिथि व समय में आपूर्तिकर्ता या उनके अधिकृत प्रतिनिधियों के समक्ष खोली जाएगी।			
6	प्रतिनिधियों को अपना अधिकृत प्रमाण पत्र निविदा खोलने के पूर्व जमा करना आवश्यक है, अन्यथा भावपत्र/निविदा खोलते समय वे कक्ष में उपस्थित नहीं रह सकेंगे।			
7	कार्य एवं आपूर्तिकर्ता की अर्हता हेतु विस्तृत शर्तें संलग्न प्रपत्र में उल्लेखित हैं।			
	संलग्न पत्र :- शेड्यूल- I शेड्यूल- II शेड्यूल- III		प्रबंधक (वित्त एवं लेखा) छ.स्टे.पा.हो.कं.लिमि., रायपुर	

प्रतिलिपि :-

1. मुख्य अभियंता (ऊ.सू.प्रौ.के.), छत्तीसगढ़ स्टेट पावर डिस्ट्रीब्यूशन कंपनी लिमिटेड, रायपुर-निवेदन है की उपरोक्त निविदा आमंत्रण सूचना कंपनी के वेब साईट पर प्रकाशित करने की कृपा करें।
2. सूचना पटल।

## SCHEDULE- I

### GENERAL TERMS AND CONDITIONS OF TENDER

1. Sealed offers are invited from the interested parties for engagement of Computer Operator as per schedule – III, for Office of the E.D. (Fin.) CSPHCL Raipur.
2. Offer must be submitted in sealed cover addressed to the **E.D. (Fin.) CSPHCL, Raipur** with the name of work, due date of opening and the name of the Tenderer/Supplier super-scribed on the cover/envelop.
3. Only one offer from one firm of contractor will be accepted. If more than one offer is found, Company will have right to reject any or all offer (s) without assigning any reason whatsoever and EMD will be forfeited.
4. Tenderer/ Contractor are required to furnish an Earnest Money Deposit of **Rs. 11,100/- (Rs. Eleven Thousand One Hundred only)** in the form of Demand Draft Payable at Raipur Local Bankers cheque in favour of **CSPHCL, Raipur** drawn on the Nationalized/ Scheduled Bank (cheques will not be accepted).

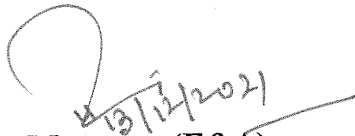
No interest shall be paid on the Earnest Money.

5. (a) The Tender shall be submitted in the office of **E.D.(Fin.) CSPHCL, Raipur** on or before **03.01.2022 up to 15.00 Hrs** only and will be opened on **03.01.2022 at 16.00 Hrs** Tenders/Offer received without proper Earnest Money will not be considered. Tender/ Offer shall be deposited in Hall No. 1 Ground Floor, Vidyut Sewa Bhawan, Dangania, Raipur (C.G.)
- (b) In the **First Envelope**, the required **Earnest Money Deposit** in proper form should be enclosed and details must be superscribed clearly as Tender/Offer name and number, EMD with amount, due date of opening, and name of firm with address, telephone/ mobile numbers for contact and addressed to **“E.D. (Fin.) CSPHCL, Raipur”**.
- (c) The **Second Envelope** should superscribed as **“Technical & Commercial Bid”** Tender/Offer name and No., due date of opening, and name of firm with address, telephone/mobile numbers for contact and addressed to **“E.D.(Fin.) CSPHCL, Raipur”**. If the firm wishes to enclose any other supporting documents the same must be duly signed/attested on each page and should be kept in envelope number – 2 only. Documentary proof for clause-1 of schedule II special terms & conditions must be enclosed in this envelope.
- (d) The **Third Envelope** should superscribed as **”Price Bid”** Tender/Contract name and No., due date of opening, and name of firm with address, telephone/mobile numbers for contact and addressed to **“E.D.(Fin.) CSPHCL, Raipur”**. This envelope must contain only the price bid issued from this office attached with the tender/ Offer documents in original.
- (e) All the three envelopes shall be kept in a 4<sup>th</sup> envelope and super-scribed as **Quotation/“Tender/Offer No. 05-01/F&A/T-1613 Due On 03.01.2022 at 4:00 PM** of opening of Tender/Offer and Name of the firm with complete address,

phone & mobile numbers for contact and must be addressed to “**E.D. (Fin.) CSPHCL, Raipur**”.

6. First among all, envelope of the envelope containing Earnest Money will be opened and verified. If this is found in order, then only the second part of the Enquiry i.e. Technical & Commercial Bill of Tender/Offer will be opened and finally the Tenderer/Offer i.e. price bill, who has successfully crossed two stages of opening, will be opened (subject to conditions). If found necessary the price bid may be opened later on for which new date/time will be intimated separately. The contractor or his only one authorized representative having power of attorney will be allowed to be present during opening of Tender/ Offer.
7. The Earnest Money will be refunded to un-successful Tender/Offer within the reasonable time. The Earnest Money deposited by the successful Supplier may be adjusted in the Security Deposit for the due fulfillment of the contract, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his Tender/Offer.
8. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the Tender/Offer.
9. The successful Tenderer/ Offer shall be required to deposit within 7 days of intimation given for the acceptance of the tender an amount equivalent to 10% (Ten percent) of the order value towards **Security Deposit** for the contract period i.e. One year. If the contractor wishes to adjust E.M.D. deposited by him in the S.D., the same should given in writing to this office. Tenderer/Contractor has to deposit difference of 10% of contract value as security deposit. Attested Documentary proof of qualification as per clause 2 of schedule II produced at time of agreement. The work shall commence exactly as per guidelines within 10 days from the date of receipt of the letter of acceptance.
10. Tenderers/Contractors must fill up complete Tender/Offer form and should submit duly signed all pages by the competent person of the firm. The document should be free from over writing. Any Tender/Offer not bearing the signature in all the documents accompanying the Tender/Offer shall be liable for rejection.
11. The Tenderer/Contractor shall furnish, latest income tax clearance certificate and return filed with the competent authority alongwith the Tender/Offer, documents. Alternatively, the Tenderer/Contractor shall give valid reasons for his inability to furnish such certificate with documentary proof. The Company reserves the right to reject any Tender/Offer if the income tax clearance certificate or the reasons for the Tenderer/Offers inability to furnish such certificate is not furnished.
12. Tenders/Offer which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.
13. The submission of a Tender/Contractors by the Tenderers/Contractors implies that he has read and accepted the instructions, the conditions of the contract etc. and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the work.

14. After acceptance of rates the Company will not pay any extra charges for any reasons whatsoever even in case the contractor later reports to have misjudged the conditions of the contract.
15. Rates shall be quoted both in words & figures in the price schedule enclosed. In case of deviation of rates in figures and words, rates quoted in words shall prevail. There should not be any overwriting or correction in quoted rate either in words or figures. If overwriting and correction is found this shall be liable for rejection. The contractor shall not claim for consideration of their bidding in such cash.
16. It shall not be obligatory for the Company or its officer to accept the lowest Tender/ Offer. The authority for the acceptance of the Tender/Offer will rest with the Company, which does not bind itself to assign any reason for declining to consider any particular Tender/Offer or Tenders.
17. The Tender/Offer should be valid positively, for acceptance for a period of four months from the date of opening; otherwise liable for rejection.
18. Further information required (if any) can be available from the O/o **E.D. (Fin.) CSPHCL, Raipur.**
19. The Tender/Offer received after the due date and time shall not be accepted/ opened. Company will not be responsible for postal or courier service delay.
20. The Company reserves the right to accept/reject any Tender/Offer without assigning any reason thereof.
21. As per requirement, any time the quantity indicated in **Schedule - III** may increase or decrease by giving one week notice but the quoted rate shall remain firm. The same will be binding on the contractor and will not have any claim for the quantity altered.
22. These conditions of Tender/Offer shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of the contract.
23. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the Courts in Raipur shall have the jurisdiction to determine the same.
24. EPF, ESIC & Bonus will be paid at the Govt. rates on production of proof.
25. CSPHCL shall reserve the rights to place an extension order for a further period of six months on the same profit rate, terms & conditions.
26. The contractor to whom work order placed previously for this work but their performance has been observed poor on official record. Their bidding if submitted, shall not be consider for evaluation purpose.

  
**Manager (F&A)**  
**CSPHCL, Raipur**

**SPECIAL TERMS & CONDITIONS**

**1. QUALIFICATION FOR THE BIDDERS:-**

- a) The Bidder should have experience of having successfully executed similar outsourcing of Computer Operator during previous 3 Years (i.e. 2018-19, 2019-20 & 2020-21) in any State Power Utility/CPSU/SPSU/ Pvt. Power Sector Organization (Self attested one order copy is required) with minimum order value of Rs. 8.87 lakhs (80% of estimated value) for one order, order value each of Rs. 6.65 lakhs with (60% of order value) for 2 orders or order value each of Rs. 4.4 lakhs with (40% of order value) for 3 orders.
- b) The Bidder should submit necessary document evidence of having an average turnover of Rs. 17 lakhs (1.5 times of the estimated value) or more during previous 3 years i.e 2018-19, 2019-20 & 2020-21. (Self attested copy of audited balance sheet or turnover certified by CA must be enclosed).
- c) The Bidder should have valid labour license issued by Labour Department, Govt. of C.G. for providing Computer Operator (self attested license must be enclosed).
- d) The Bidder should have registration with E.P.F. and ESIC and have valid EPF & ESIC registration number (self attested registration copy must be enclosed).
- e) The bidder should have registered office in Chhattisgarh state (self attested copy of registration must be enclosed).

**2. QUALIFICATION:-**

**COMPUTER OPERATOR** should have minimum educational qualification of Higher Secondary School Certificate (10+2) and one year diploma in Data Entry/ Programming from recognized institution. Hindi & English typing on computer with a speed of 5000 key depression per hour.

**3. DUTIES:-**

**Computer Operator:** The computer operators have to do data punching work and other computer related works(s) during office time and as desired by the officer under whom he/she will work. The computer operator/staff having knowledge of Hindi/English typing and computer operation in MS-Word, Excel, etc. shall also work on computer for analytical work. Similarly the operator staff with knowledge of typing and may have to do other computer related works as instructed to them. The computer operator should maintain the office confidentiality, and in case of leakage of any information, the concerned computer operator will be removed immediately and contract may be terminated. Normal Office working Hours (i.e.10.30 AM to 5.30 PM) but he/she will be required to work even in late hours also, if situation warrants.

4. **TENURE OF THE CONTRACT:-**

The contract shall be for the period of 12 month. The contract may be extended if required, on the same rates, terms & conditions of the original order and the Contractor has to execute the work for extended period. The quoted rate shall not be increased / negotiated during the extended period.

5. **TERMINATION OF CONTRACT:-**

The work order / contract can be terminated at any time on giving 15 days notice in advance without assigning any reason whatsoever. In such cases, the company will not be responsible for any loss or compensation to be paid to the other party.

6. **PAYMENT:-**

The payment shall be made within 30 days or reasonable period from the date of submission of bill or completion of work with ever later. The contractor should submit bills in triplicate along with proof of depositing EPF, ESI and paid wages slip i.e. A" Roll, duly certified by the Officer In-charge or his authorized person to the office of the order placing authority for further necessary action and release of payment.

7. **PAYMENT TO THE COMPUTER OPERATOR:-**

The payment to Computer Operator shall be made within one week from the date of completion of the every month through Bank only, proof of which shall also be submitted to O.I.C. alongwith R.A. Bill. Any delay in payment to Computer Operator, the contractor shall be liable for payment of penalty @ 1% per week or part there of their profit.

**The payment of monthly Bills will be released only after receipt of documentary evidence towards payment of minimum wages, EPF subscription and leave wages certified by Officer-in-charge of the work.**

8. **DEFECTS IN WORK:-**

**Computer Operator:** In case the Computer Operator engaged for the work is not up to the working level as desired by the concerned officer under whom he/she will be working, the same shall be informed to the contractor & in such cases, the contractor shall engage another suitable Computer Operator in place of him/her.

9. **OFFICER IN CHARGE:-**

Manager (F&A) or any other officer as intimated by this office will be the Officer In charge for the above work.

10. **INCOME TAX:-**

Income Tax at source as per Govt. rule will be deducted from the gross amount of each bill for which TDS may be issued once in a financial year from accounts department on request as per rule.

11. **GST:-**

Tenderer shall submit documentary evidence for Registration regarding GST with appropriated authority. Reimbursement towards payment of GST shall be made as per prevailing rate only after production of authentic documentary evidence by the contractor.

12. **RULE AND REGULATIONS:-**

All relevant Labour Laws and Regulations i.e. payment of Minimum wages, valid labour license, EPF, E.S. Insurance, Service tax etc. shall be strictly followed by the 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.

13. **JURISDICTION:-**

Any dispute or difference, arising under out of or in connection with this order shall be subject to exclusive jurisdiction of competent court of Raipur (CG) only.

14. **PENALTY:-**

Penalty will be imposed for the days of absence of the Computer Operator. Average rate equal to 1½ wages per day per person shall be imposed for each day of absence of the Computer Operator, which shall be deducted from contractors bill of corresponding month.

15. **MISCELLANEOUS:-**

Any changes due to change in policy announced by the State/Central Govt. will be applicable and shall be binding on the contractor for which no separate charges will be payable.

16. **RATES:-**

The contractor must quote **his profit (Bids quoting with zero profit will be rejected)** on the base rate indicated below:

**For Computer Operator (Contract period more than six months):-**

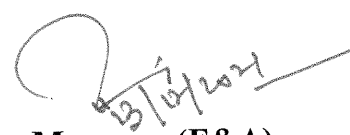
Sl.No.	Payment head	Rate per month (₹)
1	Monthly remuneration fixed for skilled worker inclusive of variable D.A.	12010.00
2	Special remuneration (26 days x Rs. 20)	NIL
3	EPF @ 13 %	1561.00
4	E.S. Insurance @ 3.25 %	390.00
6	Bonus @ 8.33 % Or maximum upto Rs.1000/-	1000.00
<b>Total Base rate per month</b>		<b>14961.00</b>

The rates quoted above are based on the prevailing minimum wages declared by the Labour Department, Govt. of C.G., Raipur at the time of opening of Tender including all the Mandatory payments e.g. EPF, Insurance, Leave wages, Bonus, Retrenchment benefit, Administrative and supervision charges etc.

In case, the lowest rate is quoted by more than one firm, then successful bidder among the lowest bidders shall be decided based on higher average turnover of previous 3 years of the bidder.

**17. AGREEMENT:-**

On award of contract, the contractor has to enter into an agreement within 15 days with Company for a period of Twelve months on a non judicial stamp paper worth Rs. 300.00 (Three Hundred) only. The duty of the stamp paper is to be borne by the contractor.

  
**Manager (F&A)**  
**CSPHCL, RAIPUR**



**PRICE BID**

ENQUIRY SPECIFICATION NO./05-01/ F&A/T- 1613 dtd: 13.12.2021 DATE OF  
OPENING 03.01.2022 at 4:00 PM

Name of work - **Providing of 05 number Computer Operator for CSPHCL  
(Finance), Raipur for one year.**

Sl.No.	Payment head	Rate per month/operator (Rs.)
1	Monthly remuneration fixed for skilled worker inclusive of variable D.A.	12010.00
2	EPF @ 13 %	1561.00
3	E.S. Insurance @ 3.25 %	390.00
4	Bonus @ 8.33 % Or maximum upto Rs.1000/-	1000.00
<b>Total (Base rate per month)</b>		<b>14961.00</b>
5	Contractor's Profit (per operator/month)	

SIGNATURE

NAME OF PERSON

SIGNING DOCUMENT

NAME OF FIRM/  
CONTRACTOR

ADDRESS

a) OFFICE ADDRESS  
WITH PHONE/FAX

b) HEAD OFFICE  
WITH PHONE/FAX

NAME OF CONTACTOR  
PERSON MOBILE NO