



**CHHATTISGARH STATE POWER HOLDING CO. LTD**  
(A GOVT. OF C.G. UNDERTAKING)  
CIN NO. U65993CT2008SGC020995  
O/o EXECUTIVE DIRECTOR (HR), CSPHCL, RAIPUR

No. 01-01/Staff/TS-117/ 2756

Dtd. 31.07.2020

**TENDER FOR ENGAGEMENT OF STAFF**  
**(3 No. DRIVER, 2 No. COOK GR.-I, 2 No. COOK GR.- II,**  
**& 2 No. SECURITY GUARD)**  
**FOR TRANSIT HOUSE, CSPHCL, NEW DELHI ,**  
**THROUGH OUTSOURCING**

**DATE OF OPENING – 22.08.2020**  
**TIME OF OPENING – 4.00 P.M.**

**Issued to**

M/s -----  
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**On payment of -----**  
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**Note: -**

**“Conditional offers are liable for rejection”**

**EXECUTIVE DIRECTOR (HR)**  
**CSPHCL, RAIPUR**

**“SAVE ELECTRICITY FOR SELF & NATION”**

Sealed Tender are invited for deployment of Two No. Cook Grade-I, Two No. Cook Grade-II, Three No. Driver, & Two No. Security Guard for C S Power Companies Transit House at New Delhi. The terms & conditions of the contract are as under:-

## **Schedule-I**

### **General Terms & conditions**

1. Offer must be submitted in sealed cover addressed to the O/o Executive Director (HR), CSPHCL, Dangania, Raipur. with the Name of work, due date of opening and the name of the tenderer superscribed on the cover/envelop.
2. Only one offer from one firm will be accepted, if more than one offers are found, company will have right to reject any or all offer (s) without assigning any reason and EMD may be forfeited.
3. Tenderers are required to furnish an Earnest Money amounting to Rs. 28,000/- (Rs. Twenty Eight Thousand ) only in the form of Demand Draft/Bankers Cheque in favour of “CSPHCL, RAIPUR” drawn on the nationalized/scheduled banks (cash/ cheques not accepted). No interest shall be paid on the Earnest Money. Earnest Money Deposited by tenderer will be refunded to unsuccessful bidder after placing order on successful bidder.
4. The Price Bid shall be opened on 22.08.2020 at 4.00 PM in the O/o Executive Director (HR), CSPHCL, Dangania, Raipur. The contractor or his authorized representative having Power of Attorney will be allowed to be present during opening of tender as they wish to present here at Raipur.
5. The tenderer shall have to intimate for the acceptance of tender within 7 days. The successful tenderer shall be required to deposit an amount equivalent to 10% of the ordered value in the form of DD/Bankers Cheque towards Security Deposit for the contract period i.e. one year (as the case may be) in the favour of “CSPHCL, RAIPUR”. In case contractor fails to execute the contract after giving order, Security Deposit shall be forfeited without prejudice to the right of the company.
6. Tenderer must fill up complete tender form and should submit in original duly signed with rubber stamped on all pages by the authorized signatory of the firm. The document should be free from over writing. Any tender not bearing signature and rubber stamp in the entire document accompanying the tender shall be liable for rejection.
7. The tenderer shall furnish, along with tender document, a copy of Income Tax Return (ITR) filed for year 2016-17 (AY 2017-18), 2017-18 (AY 2018-19) and unaudited provisional ITR for 2018-19 (AY 2019-20) with the competent authority.

8. The Company will not pay any charges other than the rates accepted in the Order, for any reasons whatsoever it may be.
9. Rates shall be quoted in both words and figures in the price schedule enclosed. In case of deviation of rates in figures and words, rates quoted in words shall prevail.
10. It shall not be necessary or obligatory for the company or its officers to accept lowest tender. The authority for the acceptance of the tender will rest with the company, which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
11. The validity of offers should be for a period of 4 months from date of opening.
12. Any/Further information required (if any) can be fetched from the House Manager O/o Transit House, CSPHCL, 13/13, Sarvapriya Vihar, New Delhi-110016.
13. The tender received after the due date and time shall not be accepted. Company will not be responsible for the delay in submission of tender offer due to delay in postal or courier service. The company reserves the right to accept/reject any tender without assigning any reason thereof.
14. As per requirement, during contract period any time the quantity indicated in the schedule-III (Price Schedule) may increase or decrease by giving 7 (seven) days notice in advance, but the rates quoted by contractor shall remain firm or unchanged. The same will be binding on the contractor and will not have any claim for the quantity altered. These conditions of the tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of contract.
15. All matter arising out of or any way connected with this contract shall be deemed to have arisen in New Delhi and only Courts in New Delhi shall have Jurisdiction to determine the same.
16. The contract shall be awarded on single agency for services of manpower under this tender based on compliance with eligibility criteria and lowest overall financial commitment (as per Schedule –III).
17. Tender, which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.
18. The submission of tender by the tenderer implies that he has read and accepted the instructions, terms and conditions of the contract and has made himself aware of the scope of work to be done and local condition and other factors bearing on the execution of the work.

**Schedule-II**  
**Special Terms & conditions**

1. **Qualification for the bidder :-**

- (a) The bidder should have valid labour license from labour department.
- (b) The bidder should be registered with EPF & ESI commissioner and have valid EPF/ESI registration number, as per the rules. The bidder should have Goods and Service Tax (GST) Registration Number.
- (c) The average annual turnover of the bidder during past two years should be Rs. 30.00 (Thirty) Lacs. Balance Sheet of same is to be submitted alongwith tender.
- (d) The firm should have executed single order of similar nature for not less than 30.00 (Thirty) lacs / two order of similar nature for not less than 15.00 (Fifteen) lacs or three order of similar nature for not less than 9.33 (Nine Point Three Three) lacs in which atleast two order's should be from any of Central / State Govt. Departments /Undertakings during last year.

2. **Qualification :-**

Qualification of staff engaged for Transit Camp of Chhattisgarh State Power Companies Transit House in New Delhi as detailed below:-

Sl.	Name of Post	No. of Person Required	Qualification	Essential Requirement
1.	Cook Grade-I	2	Matriculate /12 <sup>th</sup> Class	Experience of 5 year in working in office of Govt./ Reputed office
3.	Cook Grade-II	2	Class VIII <sup>th</sup>	Experience of 5 year in working in office of Govt./ Reputed office
4.	Driver	3	Class VIII <sup>th</sup> with having valid driving license	Experience of 5 year in working in office of Govt./ Reputed office
5.	Security Guard	2	12 <sup>th</sup> Class	Experience of 5 year in working in office of Govt./ Reputed office

3. **Duties :**

All the staff as per clause no. 2 (Qualification) has to perform 8 hours duty and other works as directed by the officer under whom he/she will work. One day weekly off is to be given to each staff as per Govt. Rules and contractor has to pay substitute/reliever on weekly off days as per tender condition.

4. **Rates** :

The contractor must quote the rates for payment to staff and liability applicable as per Govt. rule for EPF, ESI and Bonus, substitute of staff for C/Off. i.e. weekly off days, profit component separately in Schedule –III(enclosed). Minimum wages with DA as fixed by the local Govt. authority is to be quoted compulsorily. The increase in DA will be applicable as and when announced by the Govt. of Delhi (Labour Department) for minimum wages to staff. The attendance of substituting staff (C/OFF/Weekly OFF/Leave) shall invariably be shown in the attendance record.

5. **Agreement:-**

On award of contract, the contractor has to enter into an agreement with company for a period of 12 months on a non judicial stamp paper worth Rs. 300/- (Rs. Three Hundred) only. If further extended for one year on successful service the contract has to enter into another agreement with Company at the same rates, terms & conditions of original order and acceptable to the CSPHCL, Raipur. The duty of the stamp paper is to be borne by the contractor. The period of contract may be increased or decreased for which there will no additional compensation payable to the contractor.

6. (a) **Earnest Money Deposit:-** The tenderer shall submit Earnest Money of Rs. 28,000/- (Rs. Twenty Eight Thousand) only in the form of DD/Bankers Cheque drawn on any Nationalized / Scheduled bank in favour of CSPHCL, payable at Raipur. The tenderer shall submit EMD in separate envelop. No interest shall be payable on EMD.

(b) **Security Deposit:-** The contractor shall furnish Security Deposit in form of DD/ Bankers Cheque issued by nationalized/ scheduled bank for an amount equivalent to 10% of contract value of the work as a security deposit in favour of CSPHCL, Payable at Raipur. No interest shall be payable on security deposit.

7. **Price Variation:**

The rates quoted by bidder are based on prevailing minimum wages declared by labour department, Delhi at the time of opening of tender including all the mandatory payment e.g. EPF, ESI, Bonus etc. However the quoted rate shall be escalated at the time of revision of minimum wages revised by labour department, Delhi in the following manner :-

Per staff per month modified rate  $R_1 = R + [1.2458 \times (L_2 - L_1)]$

(Minimum wages from the date of revision)

R = Base rate for Staff ( Total of column A+ B + C+D of Schedule-III)

L<sub>1</sub>= Minimum wages per month fixed by labour department, Delhi for labour (skilled, unskilled) on the due date of opening of tender.

L<sub>2</sub>= Minimum wages per month revised by labour department, Delhi for labour (skilled, unskilled), prevailing as on date on which duty is performed.

The rates calculated above are based on the prevailing minimum wages declared by the Labour Department, Delhi at the time of opening of Tender including all the Mandatory payments e.g. EPF@13.00 %, ESIC@3.25% and Bonus@8.33%. However, the prevailing rates of EPF, ESI and Bonus will be considered at the time of Payment.

8. **Period of contract :**  
One year from the deployment of staff. The same may be extended for another one year if services are satisfactory and in consent of contractor to work on same rates, terms & conditions of the order and acceptable to CSPHCL, Raipur.
9. **Termination of contract :**  
The contract may be terminated by the company by serving a written notice of 15 days without prejudice.
10. **Payment :-**  
**(a) Method of Billing :** The Contractor shall have to pay wages to the workers engaged, as per the order placed on them, after deducting worker's share towards EPF and ESI within seven days after completion of the month and will submit the bill to House Manager, CSPHCL, New Delhi for wages, overtime of workers. The bill duly certified by the House Manager, CSPHCL shall be forwarded to O/o AGM (HR), CSPHCL, Raipur for release of payment through SAP. The payment of the bill shall be released within 45 days from the date of receipt of bill in the Office of House Manager, CSPHCL, New Delhi.  
**(b)** The contractor will get reimbursement of EPF & ESI through separate bill along with the proof of remittance of EPF & ESI with the concerned authorities within 15 days from the date of submission of bill in the office of House Manager, CSPHCL, New Delhi. Accordingly, the reimbursement shall be processed from the Accounts Department, CSPHCL, Raipur.
11. The EPF, ESI of a worker is to be paid positively by the contractor on the due date. The House Manager, CSPHCL, New Delhi will personally check the deposit of EPF, ESI of all the workers accounts individually.
12. **Defects in Work:-** If the performance of the staff deployed is found unsatisfactory and if the staff is found reluctant to follow instruction of House Manager, CSPHCL, New Delhi, the staff should be changed immediately.
13. **Officer Incharge:-** House Manager, Transit House, CSPHCL, New Delhi will be the Officer In-charge for above work.
14. **(a) Income Tax :-** Income tax at source as per Govt. rule will be deducted from the gross amount of each bill for which TDS certificate shall be issued once in a financial year from Accounts Department, CSPHCL, Raipur on request as per rule.  
**(b) Goods & Service Tax (GST):-** Bidder shall submit GST certificate. IGST shall be paid by the Company to the contractor as applicable. The present rate of IGST is 18%. The Reverse Charge Mechanism (RCM) on security services has been introduced by the Government. Accordingly, Power Company receiving security services will pay GST on RCM.  
**(c) Other Taxes/Duties:-** Any other taxes or duties imposed by the Govt.(Central/State) or local body from time to time during currency of the contract shall be borne by the contractor.

15. **Rules & Regulation:-** All relevant labour laws and regulation regarding payment of minimum wages, EPF, ES insurance etc. shall be strictly followed by the contractor. The contractor should maintain all relevant records in the prescribed format as per Labour law. 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. The contractor shall be required to submit the documentary evidence of deposit of various dues against EPF, ESI, etc. In absence of the submission of relevant documents the amount due on this count shall not be paid.

In case of any accident or mishap the total responsibility for any compensation to the staff shall be borne by the contractor. The CSPHCL will not take any responsibility for any such accident.

16. **Jurisdiction:-** Any dispute or difference arising out of or in connection with this order shall be subject to exclusive jurisdiction of competent court of New Delhi only.
17. **Penalty:-** Penalty will be imposed for the days of absence of the staff at an average rate equal to 1.5 times of wages per day per person and shall be deducted from the monthly RA bill.
18. **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 additional charges will be payable.
19. **Submission of Tender :-** The tenderer shall submit entire tender document in following manner :-
- (a) **Envelope no. -I :-** In case the tender document is downloaded from the website of company [www.cspc.co.in](http://www.cspc.co.in), the cost of the tender document i.e. Rs 750/- + 18% GST in the form of DD/ Bankers Cheque drawn in favour of “CSPHCL, RAIPUR” shall have to submitted by the firm in separate envelope, super scribing “ **Cost of Tender Form/EMD**”. In case the cost of tender form downloaded from the website of the company is not submitted along with the offer, the tender document of such firm will not be opened. In the same envelope the tenderer shall submit earnest money in the proper form the date of opening of tender and the name of the tenderer shall be indicated on the envelope.
- (b) **Envelope no. -II –** In the second envelope the tenderer shall submit entire tender document, issued to them by this office alongwith supporting documents such as PAN/TIN No, GST Registration, EPF department, ESI department, Valid license issued by labour department of State Govt./local body, documentary proof of average annual turnover during the last three years and documentary proof regarding performance of similar nature of work in at least two Central/State Govt. Department/ Undertaking during each of the last two years. The tenderer shall put signature and seal on every page of the tender documents. This envelope should be superscribed with “Terms and Condition”, date of opening of tender and name of the tenderer.

- (c) **Envelope no.-III**-In the third envelope the tenderer should submit Price Bid duly signed. This envelope should be superscribed with “Price Bid”, date of opening of tender and name of tenderer. The firm shall submit their profit over base rate in Rupees only. Rate/Price quoted in Percentage (%) or Paise is not acceptable.
- (d) In case, the lowest rate is quoted by more than one firm than successful bidder among the lowest will be decided on the basis of lottery. The lottery will be drawn in presence of representatives of the firms. After drawn of lottery no any claim shall be entertained from any of the bidder. A form of undertaking annexed with the tender is to be signed by the tenderer necessarily in this respect.

All the above three envelope (i.e. I, II, and III) shall be kept in one separate envelope by the tenderer to complete and submit their offer.

**EXECUTIVE DIRECTOR (HR)  
CSPHCL, RAIPUR**



**The firm should furnish the following information also :-**

Sl. No.	Particulars	
1.	11 digit Bank Account Number	
2.	Name of Account Holder/Account Name	
3.	Banks MICR code	
4.	Name of the Bank	
5.	Address of Bank	
6.	City of Bank	
7.	Bank Branch	
8.	Bank IFS code	
9.	PAN No. (Copy to be enclosed)	
10.	GST No. (Copy to be enclosed)	
11.	EPF Registration No. (Copy to be enclosed)	
12.	ESIC Registration No. (Copy to be enclosed)	
13.	E-mail id (Statutory)	
14.	Mobile No.& Phone No.	

Place .....

Date .....

Signature of bidder .....

Name (in full) .....

Address (Office) .....

.....

(Residence) .....

.....

Phone (Office) .....

(Residence) .....

Mobile No. ....

Seal of the firm .....

**Schedule-III**  
**PRICE BID**

**TS No.117**

**opened on 22.08.2020**

S. No.	Particular	Rates quoted by the placement agency									
		A	B				C	D	E	F	G
		Govt. notified Minimum wages to be paid to the staff as per prevailing rates as on date of tender Rate per month (in Rs.)	EPF, ESI, Bonus and other statutory dues				Relieving/ Reliever/ Weekly off Charges (A+B)/6	Profit (Amt)	Total (In Rs) (A+B+C+D)	GST/ RCM/ IGST (in Rs.)	Grand Total (E+F)
EPF 13% Amount in Rs	ESI 3.25% Amount in Rs		Bonus 8.33% Amount in Rs	(Total) Round to Near Rs.							
1.	Cook Grade-I	17991.00	2338.83	584.71	1498.65	<b>22413.00</b>	3736.00				
2.	Cook Grade-II	16341.00	2124.33	531.08	1361.21	<b>20358.00</b>	3393.00				
3.	Driver	17991.00	2338.83	584.71	1498.65	<b>22413.00</b>	3736.00				
4.	Security Guard	17991.00	2338.83	584.71	1498.65	<b>22413.00</b>	3736.00				

**Note: - The tenderer shall quote rate in whole Rupees.**

**Signature & Seal of the Contractor**

Name :- .....

Address :- .....

Contact Detail :- .....

## Undertaking

I/we ..... Proprietor/partner of (name of firm)  
..... hereby undertake that in case of lowest rate  
is quoted by more than one firm then I/we shall have no objection in  
deciding successful bidder among the lowest bidder on the basis of  
lottery. In such case I/we will not lodge any claim on this behalf in  
respect of this Tender.

Palce .....

Date .....

Signature of bidder .....

Name (in full) .....

Status in the firm if any .....

Seal of the firm .....