



**CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED**

(A GOVT OF C.G. UNDERTAKING)

CIN No. U65993CT2008SGC020995

O/o. General Manager (HR), Chhattisgarh State Power Holding Company Limited

No. 01-01/ Steno & Com. Ope. /TS-121/3737

Date: 01.12.2020

**TENDER FOR ENGAGEMENT OF 01 No. STENOGRAPHER &  
03 Nos. COMPUTER OPERATOR THROUGH OUTSOURCING  
FOR O/o. GENERAL MANAGER (HR), CHIEF SECURITY OFFICER &  
COMPANY SECRETARY, CSPHCL, RAIPUR.**

**DATE OF OPENING - 22.12.2020**

**TENDER COST - ` 500/- + @ applicable GST extra  
EMD - ` 7,000/-**

**Note:- "Conditional offers are liable for rejection"**

**Issued to**

M/s .....

.....

.....

**GENERAL MANAGER (HR)  
CSPHCL, RAIPUR**

**Raipur  
Date :**

**"SAVE ELECTRICITY FOR SELF & NATION"**

**Schedule-I**  
**Terms & Conditions**

**PQR**

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

- a) The Bidder should be reputed & should have experience of having successfully executed any similar order for **outsourcing of High-Skilled Man Power** during last 3 financial years (i.e. 2017-18, 2018-19 & 2019-20) in any State Govt./ CPSU/SPSU/ Pvt. Power Sector Organization (For this, self attested one order copy is required) with minimum order value of ` 7.00 lakhs. (80% of estimated value)
- b) The Bidder should submit necessary document evidence of having an average turnover of ` 12.50 Lakhs (1.5 times of the estimated value) or more during previous 3 financial years i.e. 2016-17, 2017-18 & 2018-19. (For this, 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. (self attested license must be enclosed)
- d) The Bidder should be registration with EPF and ESIC and have valid EPF & ESIC registration number. (self attested registration copy must be enclosed)
- e) The Bidder should have registered with GST Department. (self attested copy of GST registration must be enclosed)

**2. Working Time for the Stenographer & Computer Operators:-** The Steno & Computer Operators have to do data punching work and other computer related work (s) during office time and as desired by the officer under whom he/she will work. The Steno & Computer Operator having knowledge of Hindi/English typing/stenography with minimum qualification of graduate degree preferably with DCA, PGDCA and should be able for computer operation in MS-Word, Excel etc, for analytical work. Similarly, the operator staffs with knowledge of typing/stenography may have to take dictations and do other works as instructed to them. Steno & Computer Operators also have speed in key depression at list 5000 words per hours in Hindi & English Typing. The Steno & computer operators should maintain the office confidentiality, and in case of leakage of any information, the concerned steno & computer operators will be removed immediately and contract may be terminated.

**3. Rate-** The contractor must quote his profit on the base rate as indicated below, taking into consideration the facilities to be provided to steno & computer operator :-

Sl.	Payment head	Rate per month (in `)
1	Monthly wages including variable DA w.e.f. 01.04.2020 for High-skilled worker-order क्रमांक / आड / न्यूवे० / श्र०आ० / 2020 / 4502, दिनांक 29.09.2020	11,690.00 per month
2	EPF @ 13%	1,520.00
3	ES Insurance @ 3.25%	380.00
4	Bonus @ 8.33%	974.00
<b>Total</b>		<b>14,564.00</b>

Registered Office: Second Floor, Vidyut Sewa Bhawan, Dangania, Raipur- 492013(Chhattisgarh)

Phone-2574113, Fax- 0771-2574040, website: **www.cspc.co.in**, e-mail-dgmhrs@cspc.co.in

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The rates calculated 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, ES Insurance & Bonus etc. However, the minimum wages shall be escalated at the time of revision of minimum wages declared by the Labour Department, Govt. of C.G., Raipur in the following manner :-

Escalated price per month per Steno & Computer Operator =  $R + 1.2458 \times (L2 - L1)$

(Applicable from the date of revision of minimum labour wages)

R = Monthly Rate quoted by the Bidder for Steno & Computer Operator.

L1 = Monthly minimum Labour wages for High skilled workers declared by Labour Department, Govt. of C.G., Raipur prevailing at the time of opening of Tender.

L2 = Monthly minimum Labour wages revised for High skilled workers declared by Labour Department, Govt. of C.G., Raipur.

In case, the lowest rate is quoted by more than one firm then 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 drawl of lottery no 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.

4. **Tenure of the Contract:-** The contract shall be initially for the period of **“One Year”**. The contract may be extended for further period, if required, on the same rates, terms & conditions of the original order and the contractor has to execute the work for extended period also. The quoted rate shall not be increased during the extended period except payment of escalation.
5. **Insurance:-** The Bidder shall be liable for insurance/other facilities of the steno & computer operators. The CSPHCL shall not be liable for providing such facilities.
6. **Statutory Obligations:-** The bidder shall furnish particulars of PF/EPF contribution in respect of employee (s) engaged by them. All such details shall have to be furnished along with the bill without which bill shall not be accepted.
7. **Payment:-** The payment shall be made within a reasonable time for the work actually executed by the contractor through monthly Running bills. The contractor should submit bills in quadruplicate along with proof of depositing EPF, ESI and paid wage slip i.e. “A” roll or attendance sheet duly certified by the officer incharge to the Office of the Ordering authority for further necessary action and release of payment. No interest on overdue payment shall be made to the contractor under any circumstances. The payment to the Computer Operator shall be made by the contractor through Bank only, proof of which shall also be submitted to OIC along with running bill.

The payment of monthly Running bill shall be released after receipt of documentary evidence towards payment of minimum wages EPF, ESI & payment of Bonus certified by officer-in-charge.

8. **Defects in work by the Steno & Computer Operators:-** In case the Steno & Computer Operators 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 Steno & Computer Operators.
9. **Penalty:-** Deduction of Penalty will be made towards the absence of the Steno & Computer Operators @1.5 times of per day salary per-steno & operator on pro-rata basis.
10. **Force Majeure:-** The contractor shall not be liable for any penalty for not providing steno & computer operators in time or for failure to perform the contract for reasons such as act of God, acts of public enemy, acts of Government, Cyclone, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes provided that the contractor shall within 10 (Ten) days from the beginning of such delay bring in the notice of the CSPHCL in writing of the cause of delay. The CSPHCL shall verify the facts and grant such extension as facts justify.
11. **Rejection of Work:-** In the event of any of the work done by the steno & computer operators is found defective in workmanship and secrecy of office is loosen or otherwise not in conformity with the requirement of this contract specification, the CSPHCL may reject the complete work which should be completed by operators on extra time, free of cost.
12. **Security Deposit:-** The contractor shall furnish Security Deposit by Demand Draft /Bank Guarantee drawn on nationalized/scheduled bank for an amount equal to 10% of the contract value of the work as a security in favour of CSPHCL, Raipur. No interest shall be paid by CSPHCL on the Security deposit. In case of non-fulfillment of contractual obligations by the contractor, the security deposit shall be forfeited. This Security Deposit will be released after satisfactory completion of contract.
13. **Litigation:-** 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 be the jurisdiction to determine the same. The offer shall form part of the contract and any breach of the terms of this notice shall be deemed to be breach of the contract.
14. **Additional requirement for Increase or Decrease/Termination of the contract :-**
  - a) Company can increase or decrease the number of steno & computer operators as per requirement, the same will be conveyed to you in short notice.
  - b) The contract may be terminated by the CSPHCL under prior intimation of 15 days without prejudice.
15. **Earnest Money Deposit:-** Contractors are required to furnish an earnest money amounting to ` 7,000/- ( ` Seven Thousand) only in the form of demand draft/bankers cheque in favour of CSPHCL, Raipur drawn on the nationalized/schedule bank. The earnest money deposit will be refunded to unsuccessful contractor and also contractor to whom order will be placed after depositing "Security".

16. **Income Tax:-** Income Tax at source as per Government 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.
- 17 (a) **GST:-** Contractor shall submit documentary evidence of registration regarding GST with appropriate authority. At present 18% GST, (9% CGST+9% SGST) are applicable on actual services provided by contractor. This GST shall be deposited by Company directly to the Govt. department.
- 17 (b) **Other Taxes & Duties:-** Any other taxes or duties imposed by the Central/State Government or Local body from time to time during currency of the contract shall be borne by the contractor.
18. **Officer incharge:-** The Manager (HR) O/o. General Manager (HR), Chief Security Officer and Company Secretary, CSPHCL, Raipur. Will be the officer incharge for the above work and attendance of Stenographer & Computer Operators will be submitted and verified by the officer concerned.
19. **Rules & Regulation:-** All relevant labour laws and regulations i.e. payment of minimum wages, valid labour license, EPF, ES insurance, GST etc. shall be strictly followed by the contractor. In case of violation of law, the contract may be terminated and disciplinary as well as legal action may be initiated this may include forfeiture of security deposit also. The firm shall ensure payment for the duties executed by his Steno & Computer Operator on national holidays also as per rules.
20. **Agreement:-** An Agreement on Non-Judicial Stamp Paper worth ` 300/- (` Three Hundred) only submitted by contractor within 30 days from the date of issue of order along with ` 1/- revenue stamp affixed on agreement.

**GENERAL MANAGER (HR)  
CSPHCL, RAIPUR**

**Schedule-II**  
**Special Terms & Condition**

1. **Rates** :- Rates given by bidder are firm and the contractor have no right to change their rates. Rates will be escalated when minimum wages are revised by Collector/Labour Commissioner, C.G. Govt, Raipur.
2. **Taxes** :- Rates quoted by the bidder shall be exclusive of taxes & duties. The taxes and duties shall be indicated separately.
3. **GST** :- GST @ 18%, or as revised by the Govt. from time to time indicated separately in price bid.
4. **EMD** :- ` 7,000/- ( ` Seven Thousand) only deposited by bidder in separate envelope.
5. **License** :- Copy of GST/ESI/EPF Registration & Labour License should be submitted by the contractor along with offer.
6. **Bonus** :- Calculation of Bonus has been evaluated to and on maximum ceiling prescribed by the Govt. i.e. @ 8.33% of ` 7,000/- or minimum wages prevailing whichever is higher. In case of Government revising the rate/ceiling of bonus. The same will be made applicable.
7. **Payment** :- As per Schedule-I of terms & conditions (clause no. 7).

8. **SUBMISSION OF BIDS :-**

(i) The tender shall be submitted in three (3) parts:-

**PART-I** shall contain “**EARNEST MONEY DEPOSIT & TENDER FEE**”. (I Envelope)

**PART-II** shall contain “**COMMERCIAL BID AND TECHNICAL BID**”. Relevant information that the tenderers are liable to submit all the Schedules and any other information that is sought in the tender. (II Envelope)

**PART-III** – shall contain “**PRICE BID**”. (III Envelope)

(ii) **Tender being submitted must be signed by a person holding a power of Attorney authorizing him to do so, certified copies of which shall be enclosed.**

(iii) **All the three parts shall be submitted in three separate sealed envelopes and these envelopes shall be properly superscribed as Part-I “Earnest Money Deposit & Tender Fee”, Part-II “Commercial Bid and Technical Bid” and Part-III “Price Bid”. Each envelope shall also be superscribed with name of item and T.S.No. for which the tender is submitted, the name of the said tenderer and the date of opening, as advertised.**

(iv) **The above three envelopes duly sealed are to be kept again in one envelope called main envelope and sealed. If tender document downloaded from our website, tender fee (through Demand Draft) in part-I envelop should be attached with main envelop, otherwise in absence of tender fee your offer will not be consider for opening.** This envelope should be properly superscribed in the following manner:-

**TENDER SPECIFICATION NO. -..... DUE FOR OPENING ON -.....**

**ENGAGEMENT OF 01 No. STENOGRAPHER & 03 Nos. COMPUTER OPERATOR THROUGH OUTSOURCING FOR O/o. GENERAL MANAGER (HR), CHIEF SECURITY OFFICER & COMPANY SECRETARY, CSPHCL, RAIPUR.**

Registered Office: Second Floor, Vidyut Sewa Bhawan, Dangania, Raipur- 492013(Chhattisgarh)

Phone-2574113, Fax- 0771-2574040, website: [www.cspc.co.in](http://www.cspc.co.in), e-mail-[dgmhrs@cspc.co.in](mailto:dgmhrs@cspc.co.in)

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**THIS ENVELOPE CONTAINS 3 SEPARATE ENVELOPES FOR:-**

- i) PART-I “ EARNEST MONEY DEPOSIT & TENDER FEE”**
- ii) PART-II “COMMERCIAL AND TECHNICAL BID”**
- iii) PART-III “PRICE BID”**

**The following shall also be mentioned as main envelope:-**

**TO,  
THE ADDL. GENERAL MANAGER (HR)  
C.S. POWER HOLDING CO.LTD.  
DANGANIA, RAIPUR- 492013 (C.G)**

**9. Please give following information also :-**

**(Copy to be enclosed)**

<b>Sl. No.</b>	<b>Particulars</b>	
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 IFSC code	
9.	GST No.	
10.	Mobile No./Phone No.	
11.	E-mail ID	

**GENERAL MANAGER (HR)  
CSPHCL, RAIPUR**

**Signature of Tenderer**

**Schedule-III**  
**Price -Bid**

<b>Sl. No.</b>	<b>Particulars of work</b>	<b>No. of Stenographer &amp; Computer Operator</b>	<b>Rate (per month)</b>	<b>GST @ 18%</b>	<b>Total Value (₹ /Month)</b>
1	Providing Stenographer & Computer Operator having qualification of minimum Graduate preferably with DCA, PGDCA and Experience in Computer Operations particularly in MS-Word, Excel etc. The operators should have enough knowledge of English/Hindi typing/ stenography & also have speed of 5000 words per over in key depression in English/Hindi Typing.	04 Nos.  (01 No. Steno & 03 Nos. Computer Operator)	Base Rate ` 14,564/- per month + Profit ` ..... Per month		

**Signature of the Bidder  
With Rubber Stamp**

**Date:**

**Address/ Contact No. -----**

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## **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. Once the successful bidder is determined  
through lottery, I/we will honour the same and not lodge any claim on any matter in respect of  
this Tender.

**Place** .....

**Date** .....

**Signature of bidder** .....

**Name (in full)** .....

**Status in the firm if any** .....

**Seal of the firm** .....