



GSTIN-22AADCC5773E1ZX

CHHATTISGARH STATE POWER TRANSMISSION CO LTD

(A Government of Chhattisgarh Undertaking)

OFFICE OF THE CHIEF ENGINEER (STORE & PURCHASE)

Third Floor, SLDC Building, Daganiya Raipur-492013

Website- www.cspc.co.in Ph. No. Phone 0771-2574209/4212/4007/4252 Fax: 0771-2574246

TENDER SPECIFICATION NO.TR-20/ S&P/ 17 dated 07 /08 /2020

ENGAGEMENT OF MAN POWER THROUGH PRIVATE AGENCY FOR DEPLOYMENT OF 02 Nos COMPUTER OPERATOR, 05 Nos SECURITY GAURD AND 04 Nos ATTENDEND GR.-III(L)(UNSKILLED) IN THE OFFICE OF EXECUTIVE ENGINEER (AREA STORE), CSPTCL, BILASPUR FOR A PERIOD OF ONE YEAR

LAST DATE / TIME OF SALE OF TENDER -	27 /08/2020	17:00 Hrs
LAST DATE/ TIME OF SUBMISSION TENDER -	28/ 08/2020	15:00 Hrs.
DATE/ TIME OF OPENING OF TENDER -	28 / 08 /2020	15:30 Hrs.

COST OF TENDER DOCUMENTS

Cost of Tender:-

**i)Rs.1120/- (Rs.1000+Rs. 120 Incl of GST @ 12%)
(if purchased from O/o CE(S&P)**

**ii) Rs. 1180/- (Rs.1000+Rs. 180 Incl of GST 18%)
(if downloaded from website)**

CHHATTISGARH STATE POWER TRANSMISSION CO LTD
(C.G. GOVT UNDERTAKING)

Tender document sl. no. -----

Issued to M/s -----

Cost of tender documents Rs. -----

Received vide DD. No Date.....

Name of the Bank-----

Signature & Seal of issuing Officer

OFFICE OF CHIEF ENGINEER (STORE & PURCHASE)
CHHATTISGARH STATE POWER TRANSMISSION CO LTD
(CG GOVT UNDERTAKING)
Dagania, PO Sunder Nagar, Raipur (C.G.) 492-013

The undersigned hereby tender and offer (subject to CSPTCL's conditions of tendering), the Chhattisgarh State Power Transmission Co Ltd to execute and do the several works and things which are described or referred to in the enclosures and schedules to the tender Specification No. TR-20/S&P/17 Dated 07/08/2020 and done by the contractor in a thoroughly good and workman like manner, and to perform and observe the provisions and agreements or the part of the contract contained in or reasonable to the inferred from the said tender documents for the sums and at the rates set-out in schedules annexed hereto.

It is confirmed that Questionnaire for Commercial terms and conditions and all other conditions, wherever described in the tender documents have been replied in full giving clear details. It has been noted that in case any reply is not given or any reply is incomplete/ambiguous the CSPTCL will have the right to interpret to its best advantage. CSPTCL's decision in this regard will be final and binding. The bidder will have no right to furnish any technical or commercial clarification after opening of the bid which may in any way alter the offered prices.

Dated this.....

Bidder's Name & Signature
with Seal of the company.



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CHHATTISGARH STATE POWER TRANSMISSION CO LTD

(A Government of Chhattisgarh Undertaking)

OFFICE OF THE CHIEF ENGINEER (STORE & PURCHASE)

Third Floor, SLDC Building, Daganiya Raipur-492013

Website- www.cspc.co.in Ph.No. 0771-2574240/4236/4247 Fax:0771-2574246

No.02-16/CE/ TR-20/S&P/17/730

Raipur, Date 07/08/2020

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible and experienced outsourcing service's agencies for deployment of 02 Nos. Computer Operator, 05 Nos Security Guard and 04 No. Attended Gr.-III (L) in the office of E.E. (Area Store), CSPTCL, Bilaspur for a period of one year, detailed here as under :-

Sl. No.	Tender Sp. No.	Particulars	Total Qty	E.M.D	Tentative Cost
01.	TR-20/S&P/17 dtd 07/08/2020	Computer Operator	02 No.	Rs. 19,567/-	Rs. 19,56,732/-
		Security Guard	05 No.		
		Attended Gr.-III(L)	04 No.		
Last Date & Time of Sale of Tender				27/08/2020	17.00 Hours
Last Date & Time of Submission of Tender				28 /08/2020	15.00 Hours
Date & Time of Opening of Tender				28/08/2020	15.30 Hours

- (i) The tender documents can be purchased from the office of CE (S&P) CSPTCL, Raipur till one day before the due date of opening on any working day on payment of Rs 1120.00 (Cost of tender Rs 1000/- & GST @ 12% Rs 120/- non refundable, **if purchased**) & Rs.1180.00 (Cost of tender Rs 1000/- & GST @ 18% Rs 180/- non refundable, **if downloaded from website**) in the form of MICR /DD in favour of Manager, (RAO-HQ), CSPTCL, Raipur (C.G.), payable at Raipur accompanied with firm's application on its letter head. If tender document is required by post then additional Rs. 200/- is to be paid along with cost of document. CSPTCL shall not be responsible for any postal delay regarding receipt / non-receipt of tender documents. The tender document can also be down loaded from official website of CSPTCL (www.cspc.co.in/csptcl) and required tender fee in form of DD in favour of Manager (RAO-HQ), CSPTCL, Raipur (C.G.) payable at Raipur (C.G.) in envelope-I containing EMD should also be submitted. The details of DD should be mentioned on the outer side of the envelope-I also. Please note carefully that in absence of aforesaid requisite tender fee in envelope-I, bids shall not be considered for further evaluation. The bidders are requested to keep themselves in touch with this office/ visit our website regularly to keep themselves updated with any amendment/change in terms and condition of tender.
- (ii) The tenders, duly filled, shall be accepted up to 15:00 Hrs. on the due date. The techno-commercial bids shall be opened at 15:30 Hrs on the due date. CSPTCL reserves the right to accept or reject any or all the offers, in part or full without assigning any reason whatsoever.

**CHIEF ENGINEER (S&P)
CSPTCL, RAIPUR**

- N.B.** (i) In case any of the above date is declared as holiday then the particular date By default will be shifted to next working day.
(ii) Any notice for extension of due date of tender opening shall not be published in Newspaper. It will be displayed only on official website of the company.

SCHEDULE-I

GENERAL TERMS AND CONDITIONS OF THE TENDER

Sealed tenders are invited from the eligible and experienced out sourcing service's agencies for deployment of 02 No Computer Operator, 05 No. Security Guard and 04 No. Attendant Gr.- III (L) (Unskilled) in the office of E.E.(Area Store), CSPTCL, Bilaspur for a period of one year through outsourcing from the date of commencement of contract.

1. Offer must be submitted in sealed covers addressed to the Chief Engineer (S&P) CSPTCL, Raipur, with the name of work, due date of opening and the name of the bidder super scribed on the cover/envelopes.
2. One firm/ contractor shall submit only one offer/tender. If more than one offer is found Power Transmission Co. Ltd. will have right to reject any or all his offer(s) without assigning any reason and EMD may be forfeited.
3. Bidders are required to furnish Earnest Money amounting to **Rs.19,567/- (Rs. Nineteen thousand five hundred & sixty seven)** only, in form of demand draft / pay order / Banker's Cheque (Cheque will not be accepted) in favour of **Manager (RAO-HQ), CSPTCL, Raipur C.G.**, drawn on any Govt. or scheduled bank at Raipur only.

No interest shall be paid on the Earnest Money.

5. a) The tenders shall be submitted in the office of Chief Engineer (S&P) CSPTCL, Raipur on or before **28/08/2020** up to 3.00 PM only and will be opened on the same day at 3.30 PM. Tender offers received without Earnest Money will not be considered.

Submission of Bid:-

- b) **Envelope-I** :- In the first envelope the required Earnest Money Deposit in proper form should be enclosed and it must be super scribed clearly as Tender name and No., EMD with amount, due date of opening, and name of firm with address telephone/mobile numbers for contact and addressed to Chief Engineer (S&P) CSPTCL, Raipur. In case, the tender has been downloaded from CSPTCL's official website, the cost of tender document in the form of MICR/DD in favour of Manager (RAO-HQ), CSPTCL, Raipur should be submitted along with the tender in EMD envelope. In absence of same, the tender shall not be opened.
- c) **Envelope-II**:- The second envelop should be super scribed as "Technical & Commercial Bid," Tender No., due date of opening, and name of firm with address, telephone/mobile numbers for contact and addressed to "Chief Engineer (S&P) CSPTCL, Raipur". This envelop must contain all the documents in original issued from this office except the price bid. If the firm wishes to enclose any other supporting documents the same must be duly signed on each page and should be in envelop number -II only.
- d) **Envelope-III** :-The third envelop should be super scribed as "Price Bid" Tender name and No. due date of opening, and name of firm with address, telephone/mobile number for contract and addressed to "Chief Engineer (S&P) CSPTCL, Raipur" This envelop must contain only the price bid in original issued from this office which is attached with the tender documents.
- e) All the three envelops will be enclosed in a 4th envelope with super scribed as "Tender No. and Due date i.e. date of opening of tender and Name of the firm with complete address, phone & mobile numbers for contact and must be addressed to "Chief Engineer (S&P) CSPTCL, Raipur".

6. First of all, envelop of Earnest Money will be opened and verified. If this is found in order, then only second part of the tender i.e. technical & commercial bid of tender will be opened and finally the price bid of the successful Bidders shall be opened. If found necessary the price bid may be opened on later date for which new date & time will be intimated accordingly.
7. The Earnest Money will be refunded to un-successful Bidder within the reasonable time. The Earnest Money deposited by the successful Bidder will be released after finalization of tender, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his bid.
8. This forfeiture shall be without prejudice to the right of the Power Transmission Co. Ltd. to recover further damages, if any, from the tender, in addition to forfeiture of EMD, the company reserves it right to take other punitive measures such as debarment of concern firm/contractor and others to prevent loss to company.
9. The successful bidder will be required to deposit 10% amount of the contract price as security deposit in the form of FDR pledged in favor of Manager RAO-HQ, CSPTCL, Raipur payable at Raipur & valid up to scheduled completion date of contract for one year. The contractor, if so desires may request to deduct Security deposit in three installments from his first three running bills.

OR

The contractor shall furnish a bank guarantee from a nationalized/scheduled bank for an amount of 10% (ten percent) of the value of the order as a contract security. This bank guarantee shall be kept valid for a period exceeding the scheduled completion date by two months with claim period of further six months. In the event of extension of contract period, the validity of the bank guarantee shall be suitably extended on stamp paper worth Rs.250/- or as per the prevailing legal requirements/any other amount as per the C.G. State Stamp Duty Act in the prescribed form of CSPTCL.

No interest shall be paid by CSPTCL on the security deposit. In case of non-fulfillment of contractual obligation by the contractor the security deposit shall be forfeited. The FDR/BG shall be pledged/submitted within 30days from date of issue of work/order.

10. Bidders must fill up complete tender form and should submit in original duly signed all pages by the competent person of the firm. The document should be free from over writing. Any tender not bearing the signature in all the documents accompanying the tender shall be liable for rejection.
11. Bidders should submit copy of following documents:-
 - (a) Income Tax details along with PAN Card
 - (b) GSTN Registration
 - (c) EPF Registration
 - (d) In the event of order the contractor shall submit Labour license and copy of employee security insurance in respect of person engaged against instant tender, within 30 days from issuance of work order. If, above documents are not submitted in the office of OIC, the bills shall not be passed.
12. The bidders shall furnish Income tax clearance certificate and Return filed with competent authority for last 03 years with the tender document. The CSPTCL reserves the right to reject any tender if the income tax clearance Certificate is not submitted.
13. Bids which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.

14. The submission of a bid by the bidders 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 affecting on the execution of the work.
15. After acceptance of rates the CSPTCL, will not pay any extra charges for any reasons whatsoever even in case the contractor represent at later stage that he/she has misjudged/ not understood the terms and conditions of contract.
16. Rates: The bidders are required to quote their profit over and above base rates. Base rates (inclusive of EPF, ESI, and Bonus) are given at serial no. 15 "BASE RATES" of schedule-II of tender specification. The profit should be quoted both in words & figures at column-5 of the PRICE BID (schedule-III) In case of deviation of rates in figures and words, rates quoted in words shall prevail. The Contractor must quote his profit in % (Percentage) of Monthly wages including Variable D.A.
17. It shall not be obligatory for the CSPTCL or its officer to accept the lowest tender. The authority for the acceptance of the tender will rest with the CSPTCL, which does not bind itself to assign any reason for declining to consider any particular bid or bids.
18. Further, information required (if any) can be obtained from the office of the Chief Engineer (S&P) CSPTCL, Raipur during working hours.
19. All matters arising out of or any way connected with this contract shall be deemed to be settled in competent court of law at Raipur only.
20. The tender received after the due date and time shall not be accepted/ opened. CSPTCL will not be responsible for postal or courier service delay.
21. The CSPTCL reserves the right to accept/reject any tender without assigning any reason thereof.
22. 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.
23. These conditions of tender 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.
24. The validity of the offer must be minimum 120 days from the date of the opening of price bid.

**CHIEF ENGINEER (S&P)
CSPTCL, RAIPUR**

SCHEDULE – II

SPECIAL TERMS & CONDITIONS:

1. QUALIFICATION FOR THE BIDDERS:-

- (a) The Bidder should have GST Registration no / PAN No.(Income Tax).
- (b) (i) The Bidder should have valid labour license issued by Labour Department, Govt. of C.G / Central Govt. for providing services of similar nature of work.
(ii) The bidder should comply with and follow the provisions of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam 2008.They should have valid, license issued by C.G.Govt. Home Department for providing Security services at Raipur U/s 9 of the Chhattisgarh Rajya Niji Surakha Abhikaran (Viniyaman) Niyam 2008 during the entire contract period (Only applicable for deployment of Security Guard).
- (c) The Bidder should be registered with E.P.F. Commissioner and have valid EPF registration number.
- (d) The Bidder should have executed at least single order of similar nature under any of Govt./ Semi Govt./ Public sector/ Power utilities valuing not less than **Rs.3.91 lakhs** during last three years i.e. year 2017-18, 2018-19 and 2019-20.
- (e) The firm should have minimum Average Annual Turnover of **Rs. 19.57 lakhs** for the last three years i.e. year 2017-18 , 2018-19 and 2019-20.

In case where audited balance sheet of FY 2019-20 is not available, a self-declaration of this effect countersigned by a practicing Chartered Accountant needs to be attached and Provisional Balance sheet for F.Y.-2019-20 duly countersigned by practicing CA shall be submitted by bidder. In such case audited balance sheet of FY 2016-17 to 2018-19 shall be considered.

- (f) Net worth of bidder for last three financial year i.e. 2017-18, 2018-19 and 2019-20 out of submitted balance sheet as per clause (e) above should be positive. In case audited balance sheet for FY 2019-20 is not available, net-worth as per audited balance sheet of previous three years i.e. 2016-17, 2017-18 and 2018-19 should be considered for above criteria.

The documentary evidence in support of (a), (b), (c), (d), (e) & (f) above shall be submitted along with tender.

2. QUALIFICATION:-

(I) 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.

(II) SECURITY GUARD :-

- (i) Only male adult guard should be of minimum 18 year & maximum 35 year of age having minimum educational qualification of 10th class pass from C.G. state & physical fitness standard as per Police Department Govt. of Chhattisgarh shall be deployed.
- (ii) Security Guard must have undergone training under Mukhya Mantri Kaushal Vikas Yojana, as per rules.

(III) ATTENDANT GR-III (L):-

- (i) The unskilled person (Attdt. Gr-III) deployed for assistance in the work should be Resident of C.G. and have minimum 10th class pass from C.G. state.
All the deployed persons should have knowledge of local language and shall work as a team.
- (ii) All the deployed Man-power should be of minimum 18 year & maximum 35 year of age.

You are required to submit all the relevant documents regarding Educational qualification in respect of (i) Computer Operator & (iii) Attendant Gr-III (L) (unskilled) And Educational qualification and physical fitness certificate in respect of (ii) security guard for verification to the OIC of the work.

3. Duties & Working Time :-

(A) **Computer Operator :-** The computer operators staff 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 data punching computer operators staff 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.

(B) Duties & Working Time and Others works of Security Guards :-

(a) (i) It will be the duty of the guards to prevent entry of authorized/unwanted person in the premises. The work shall be carried out as per directives of Officer In charge. In case of giving weekly off to the security guards, the alternate security guard shall be arranged by the firm at their cost.

(ii) The Security Guard will work in shifts as per requirement. The present Shift hours are as under: -

06 AM to 02 PM	-	8 Hours	“A SHIFT”
02 PM to 10 PM	-	8 Hours	“B SHIFT”
10 PM to 06 AM	-	8 Hours	“C SHIFT”

(iii) The Contractor will submit an Affidavit at the commencement of the contract period that he will be responsible for all the risk coverage, accident of any of his employee and compensation thereafter and any unforeseen happening during period of instant contract. The CSPTCL will not be liable for any type of compensation in any condition .

(b) Maintenance of records :-

(i) Daily/shift wise attendance of the Guards engaged is to be taken and maintained by contractor/agency which can be checked at any time by the officer in charge on duty. The daily attendance is required to be certified by the officer in charge.

(ii) The officer in charge and contractor or his authorized person at any time during the contract can do the inspection of work and records jointly.

(iii) The weekly/fortnightly/monthly payment to the guards for the above work is to be made by the contractor in presence of the Officer In Charge or his authorized representative on fixed date and time positively and photocopy of the payment records is to be submitted to the Officer In Charge regularly along with the bill.

(iv) The deployed guards engaged by contractor can only be changed with the written permission of the Officer In Charge.

(c) Accessories:-

- (i) Necessary equipment like gun, lathi, whistle, torch, photo identity card duly signed by In-charge officer etc. and normal consumables will have to be arranged by the contractor.
- (ii) The bidder will provide complete uniform and name tag as approved by Officer-in-charge to all the security guards / gunman.

(C) Duties & Working Time of Attdt. Gr-III (L) (unskilled) :-

- (i) The deployed persons / Attdt. Gr-III (L) (unskilled) shall be required to do loading/unloading/shifting of materials received/issued at/ from Area Store, Bilaspur Material like meters, transformers, conductors, cables, breakers, CT, PT, isolator, panels & hardware etc. will be required to be handled at Area Store, Bilaspur.
- (ii) The deployed persons shall be required to perform duties/work assigned time to time by EE (Store), Bilaspur or his/her authorized persons.
- (iii) The contractor has to engage the unskilled manpower for a single shift, normally General Shift or as decided by the field in charge depending on the situation but worker will be required to do work even in late hours also, if situation warrants. After the assignment of the job the work should be completed in minimum possible period.
- (iv) The person assigned with duty should ensure safety rules compliance and precaution. All safety appliances & T&P like hand gloves shoes, helmet, goggles etc. shall be provided by the contractor, and it should be in good condition. It must be produced to OIC for verification whenever desired.
- (v) Identity card will be issued by the contractor to the concerned person. Cost of ID card will be borne by the contractor.
- (vi) Uniform to all deployed persons as prescribed by the Company will be provided by the contractor.
- (vii) Normal Office working Hours (i.e. 09.30 AM to 5.30 PM) but he/she will be required to work even in late hours also, if situation warrants.

The Contractor will submit an Affidavit at the commencement of the contract period that he will be responsible for all the risk coverage, accident of any of his employee and compensation thereafter and any unforeseen happening during period of instant contract. The CSPTCL will not be liable for any type of compensation in any condition.

4. PERIOD OF CONTRACT:-

(a) One Year (Twelve Month)- The contract shall be for the period of One year from the date of its commencement of work.

(b) Extension:- The contract period may be extended for further period of one year/ six month on same term & conditions subject to condition the faithful execution of

the order and satisfactory performance of the agency for which a fresh agreement shall have to be executed.

(C) If computer operator /Security Guard/ Attendant Gr.-III(L) are required additionally in future, the contractor should be ready for providing the same.

The offered/ accepted rate shall not be increased/ negotiated during the extended-period also, however Minimum Wages as declared by the Labour Commissioner shall be revised accordingly.

5. PAYMENT TERMS:-

The payment shall be made within a reasonable time for the work actually executed by the contractor through monthly Bills. CSTPCL's GST Registration No is 22AADCC5773E1ZX. Bills submitted for payment should invariably contain GSTIN of CSPTCL and GSTIN of contractor at appropriate place. The contractor should submit bills in quadruplicate along with proof of depositing EPF, ESI and paid wages slip to the Officer In-charge 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 Computer operator, Security Guard and Attended Gr.-III shall be made through Bank only, proof of which shall also be submitted to O.I.C. along with Monthly Bill. The payment (against the order wherein contract period is 01 year or more) against monthly bills shall be released after retaining 11.58% (Eleven point Fifty Eight percent) of amount towards E.S. Insurance and Bonus. However, payment in the head ES Insurance (@ 03.25%) and Bonus (@8.33%) totaling to 11.58% (Eleven point Fifty Eight percent) will be made in two installments only on production of documentary evidence towards payment of E.S. Insurance to concerned agency and bonus to workers duly authenticated by officer in charge of the work. For the contract period of 06 months or less, retention amount will be limited to 3.25% only (i.e. ESI).

The contractor shall furnish particular of PF/EPF account details in respect of employee(s) engaged. The bill submitted for payment should invariably contain the proof of depositing PF/EPF and other contributions in favour of each deployed Computer operator, Security Guard and Attended Gr.-III(L) failing which the bill shall not be accepted for passing. During the period of contract and extension thereof (if any), minimum wages as declared by labour commissioner shall be paid and revised time to time accordingly.

In case discrepancies are found in submitted bills and bill is return to the contractor, it shall be the responsibility of contractor to rectify the same and submit the corrected bill to this office immediately. Payment of deputed manpower shall not be hold by contractor for the want of passing of bill, in any circumstance.

Summarily, the payment to deputed staff should be made every month by contractor without making excuses regarding procedural delay in submission / passing of bills.

6. DEFECTS IN WORK:-

Computer Operator/Security Guard/ Attendant Gr.-III(L)(Unskilled) :- In case the Computer Operator, security guards and Attendant Gr.-III(L)(Unskilled) 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/Security Guard/ Attendant Gr.-III(L) (Unskilled) in place of him/her.

7. OFFICER IN CHARGE :-

The Executive Engineer (Area Store) CSPTCL, Bilaspur will be the Officer In Charge for the above work.

- 8. 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.

9. GOODS & SERVICE TAX :-

A. Tenderer shall submit documentary evidence for Registration regarding Goods & Service Tax (GST as applicable time to time) with appropriated authority. Reimbursement towards payment of Goods & Service Tax shall be made only after production of authentic documentary evidence by the contractor. GST @18% is payable extra on contract price. The GST No. with a copy of registration certificate may immediately be produced to this office for records.

B. OTHER TAXES / DUTIES :-

Any other taxes or duties imposed by the Central/State Govt. or local body from time to time during currency of the contract shall be borne by the contractor.

10. 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.

11. JURISDICTION :-

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

12. PENALTY :-

Penalty will be imposed for the days of absence of the Computer Operator/ Security Guard / Attendant Gr.-III(L) (Unskilled). Average rate equal to 1 ½ wages per day per person shall be deducted for each day of absence of the Computer Operator / Security Guard / Attendant Gr.-III(L) (Unskilled).

13. 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.

14. PRICE BID :-

The price bid is to be submitted in prescribed format only as per Schedule-III. The base charges that to be paid by contractor will be variable depending upon rate declared by Labour Department from time to time. However the Rate quoted over & above base charges in price bid shall be FIRM throughout contract period which will include profit as per Scope of work. This quoted rate will remain fixed for the entire contract period & extension period, (if any). While quoting the rate bidder shall keep in mind that in case contract for additional period is awarded to them at their quoted rates they would be bound to accept the contract on same rate, terms and conditions.

Taxes and duties shall be paid extra by CSPTCL at actual. The offer with the rates given in any form / Proforma, other than that mentioned in Schedule-III shall be liable for rejection.

15. **BASE RATES:-**

The contractor must quote his profit in % (Percentage) of monthly wages including variable D.A. of outsource computer operator / Security Guard / Attendant Gr.-III (L).

The base rate (w.e.f.01.04.2020) details indicated below:-

Sl No.	Payment head	Rate per month per person for Computer Operator (Rs.)	Rate per month per person for Security Guard (Rs.)	Rate per month per person for Attendant Gr.-III (L) (Rs.)
1	Monthly wages including Variable D.A.	11330.00	9120.00	9120.00
2	EPF @ 13 %	1473.00	1186.00	1186.00
3	E.S. Insurance @ 3.25 % (If Applicable)	368.00	296.00	296.00
4	Bonus @8.33 %	944.00	760.00	760.00
Total -		14115.00	11362.00	11362.00
5	Contractor Profit (In % of Sr. No.1)	-		-
6	GST @18% Extra	-		-
TOTAL (Base rate per month)		-		-

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, Bonus. However, the quoted rate shall be escalated at the time of revision of minimum wages declared by the Labour Department, Raipur in following manner or as per above table :-

Escalated Price per month per computer operator /Security Guard and Attendant Gr.-III (L) $R + 1.1625 \times (L2-L1)$ (Applicable from the date of revision of minimum labour wages)

R=Monthly rate quoted by the Bidder for computer operator /Security Guard and Attendant Gr.-III (L)

L1 = Monthly minimum wages for computer operator/Security Guard and Attendant Gr.-III (L) declared by Labour department, Raipur prevailing at the time of opening of tender.

L2 = Monthly minimum computer operator/Security Guard and Attendant Gr.-III (L) revised for computer operator/Security Guard and Attendant Gr.-III (L) declared by Labour department, Raipur.

In case, the lowest rate is quoted by more than one firm, then successful bidder among the lowest bidders shall be decided on the basis of lottery. Lottery will be drawn in presence of representatives of the firms. After drawl 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 bidder necessarily in this respect.

16. **SECURITY DEPOSIT:-**

The contractor shall furnish Security Deposit by FDR or Bank guarantee from a Nationalized Scheduled Bank for an amount of 10% of the contract value of the work for the contract period within 30 days from date of issue of work order. The validity of the FDR should be up to schedule completion date of contract plus eight months.

If the security deposit is furnished in shape of a Bank Guarantee then it should be valid for a period exceeding the scheduled completion date by two months with claim period of further six months. The Bank guarantee shall be submitted on a Non Judicial stamp paper worth Rs. 250/- or as per the prevailing legal requirements/ any other amount as per the C.G. State Stamp Duty Act in the prescribed form of CSPTCL .No interest shall be paid by CSPTCL on the security deposit. The contractor, if so desires may request to deduct Security deposit in three installments from his first three running bills. In case of non-fulfillment of contractual obligations by the contractor the security deposit shall be forfeited.

The Security Deposit shall be refunded after having completed the contract satisfactorily and issue of no dues / liability certificate by the OIC of the work.

17. AGREEMENT

On award of contract, the contractor has to enter into an agreement with the Company for total contract period on a Non judicial stamp paper worth Rs 300.00 (Three Hundred) only. The cost 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.

Execution of agreement & submission of Security Deposit should be completed within 30 days from date of issue of order.

18. TERMINATION OF CONTRACT

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

19. INSURANCE: -

The Contractor shall be liable for insurance / other facilities of the Computer operators, Security Guard & Attendant Gr.-III (L). The CSPTCL shall not be liable for providing such facilities.

20. STATUTORY OBLIGATIONS: -

The Contractor shall furnish particulars of EPF/ESI contribution in respect of employee (s) engaged by him. All such details shall have to be furnished along with the bill without which bill shall not be accepted.

21. REJECTION OF WORK:-

In the event of any of the work done by the Computer operators, Security Guard and Attendant Gr.-III (L)(Unskilled) found defective in workmanship and confidentiality of office is loosen, otherwise not in conformity with the requirement of this contract specification, the CSPTCL shall either reject the complete work or the contractor has to provide substitute employee

22. EVALUATION OF BID: Lowest bidder (L-1) shall be evaluated on the basis of the total value of contract calculated on quoted rate for total quantity of the tender i.e. for the amount works out to deployment of 02 No computer operator, 05 No. Security Guard and 04 No Attendant Gr.III(L) (Unskilled) in the O/o E.E.(Area Store), CSPTCL, Bilaspur for a period of one year. All amounts should be rounded off to two decimal places.

**CHIEF ENGINEER (S&P)
CSPTCL, RAIPUR**

SCHEDULE-III

PRICE BID

TENDER SPECIFICATION NO.TR-20/S&P/17 dated 07/08/2020

Name of work – Deployment of 02 Nos computer operator, 05 No. Security Guard and 04 Nos Attendant Gr.-III(L) in the O/o EE (Area Store), CSPTCL, Bilaspur for a period of one year.

Sr No	Particulars	Qty. (In No.)	Base Rate Per computer operator, Security Gaud and Attendant Gr.-III(L) Per month (In Rs)	Contractor's profit (In % of Monthly wages including Variable D.A.)
1	2	3	4	5
01.	Computer Operator	02 Nos.	11330/-	-----%
02.	Security Gaurd	05 Nos.	9120/-	-----%
02.	Attendant Gr.-III(L) Unskilled	04 Nos.	9120/-	-----%

Note:

- 1) **The Rates quoted in Percentage will only be considered.**
- 2) **Rate should be exclusive of GST.**
- 3) **In case of any deviation on rates in figure and words, rates quoted in words shall prevail.**
- 4) **The Contractor must quote his profit in % (Percentage) of Monthly wages including Variable D.A.**

Date.....

Bidder's signature: _____

Name & Address: _____

Firm's Seal _____

a) OFFICE ADDRESS _____
WITH PHONE/FAX _____

b) HEAD OFFICE _____
WITH PHONE/FAX _____

UNDERTAKING

I/We Proprietor / Partner of (name of firm)hereby undertake that in case 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 honor the same and not lodge any claim on any matter in respect of this tender.

	Signature of tenderer.....
Place :	Name (in full)
Date :	Status in the firm
	Seal of the firm.....

DETAILS OF FIRM:-

All the bidders are required to fill-in following proforma preferably supported with a cancelled cheque.

Name Of The Firm & Address	
Name of Proprietor	
Mobile No.	
Email Address	
PAN No.	
GSTIN (Registration No.)	
Bank Details:-	
A. (Bank name with Address)	
B. A/C No.	
C. IFSC D.	
E. Bank MICR Code.	
Description of Business	
Vender No. (If created in CSPTCL)	