

**CHHATTISGARH STATE POWER TRANSMISSION COMPANY LTD.
(A Government of Chhattisgarh Undertaking)
OFFICE OF THE CHIEF ENGINEER(S/S-O&M)**

SHED NO. 4, PO- SUNDER NAGAR, DANGANIYA RAIPUR (C.G.) Pin – 492 013,
Phone No. (O) 0771- 2574256 Fax No. 0771 –2574267
E-mail: CE.TnC@cspc.co.in

**TENDER No.
02-07/Tender/P-1691/609 dtd.06.08.2021**

Tender for providing Computer operator and Peon.

LAST DATE OF SALE OF TENDER DOCUMENTS	27.08.2021 TIME 17:00 HRS.
LAST DATE & TIME OF SUBMISSION OF TENDER	28.08.2021 TIME 14:00 HRS.
DATE & TIME OF OPENING OF TENDER (TECHNO-COMMERCIAL)	28.08.2021 TIME 14:30 HRS.

PRICE:

- 1. Rs. 1120.00
(Including GST @12%)
(In case of issue of printed form)**
- 2. Rs. 1180.00
(Including GST @18%)
(If downloaded)**

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OFFICE OF THE CHIEF ENGINEER (S/S-O&M)
CHHATTISGARH STATE POWER TRANSMISSION COMPANY Ltd
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Phone No. (O) 0771- 2574256, Fax No. 0771 – 2574267
E-mail: CE.TnC@cspc.co.in

Tender for providing Computer operator and Peon

Tender document Serial No. _____ Date _____

ISSUED to M/s _____

Cost of Tender documents Rs. 1,120/- (in words) Rupees One thousand one hundred twenty only.

Received vide D.D./M.R. No. _____ Dated _____

Name of the Bank _____.

Signature & Seal of Issuing Authority

OFFICE OF THE CHIEF ENGINEER (S/S-O&M)
CG. State Power Transmission Co.Ltd DANGANIYA RAIPUR (C.G.) Pin – 492 013

TENDER FORM

The undersigned hereby tender and offer (subject to the Company's conditions of tendering) for providing Computer operator and Peon, which are described or referred in the Details of scope of work attached to tender document **No. 02-07/tender/P-1691/609 dtd. 06.08.2021** and its enclosure/Schedules copies of which are annexed here to, under the terms thereof are to be executed and done by the contractor. To perform and observe the provisions and agreements or the part of the contract contained in tender or reasonable to be referred from the said tender documents at the rates sets out after acceptance of tender.

The questionnaire enclosed with this tender document has been fully answered and is enclosed herewith (if the questionnaire is not answered in full, the answer to various question may be taken so as to be advantageous to the Company unless contrary is mentioned in the body of the tender.)

Signed this _____ day of _____ 2021

Yours faithfully,

NAME AND SIGNATURE OF
BIDDER (with seal)
BIDDER'S ADDRESS

CHHATTISGARH STATE POWER TRANSMISSION CO. Ltd.

OFFICE OF THE CHIEF ENGINEER(S/S-O&M)
 SHED No. 4, Danganiya, Raipur (C.G.) -492 013
 Phone No. 0771- 2574256 FAX – 0771 – 2574267
 E-mail: CE.TnC@cspc.co.in

NOTICE INVITING TENDERS

No.02-07/Tender/P-1691/609

Raipur, Dtd 06.08.2021

Sealed tenders are invited from experienced Contractors for following work :-

Sl. No.	Tender No.	Particulars of works	Quantity	Cost of Tender Documents (Non-refundable) incl. GST		E.M.D. (in Rs.)	Due date of opening
				Printed Tender form	Downloaded Tender form		
1	02-07/ Tender/ P-1691	Tender for providing Computer operator and Peon	49 No. Computer operators & 08 No. peons	Rs.1120/- (if purchased from office of CE(S/S-O&M) Raipur.	Rs. 1180/- (if downloaded from website)	Rs.1.29 lakh	28/08/2021 14:30Hrs.

NOTE: (i) In case any of the above date is declared as holiday, then the particular date will automatically get shifted to next working day.
 (ii) Any notice for extension of due date of tender opening shall not be published in newspapers. It will be displayed only on official website of the company.

TERMS AND CONDITIONS:-

- The tender documents can be obtained from the office of the CE(S/S-O&M) CSPTCL, Raipur in person on payment of cost of tender document in the form of D.D. only made out in the name of 'Manager (RAO : HQ), CSPTCL, Raipur' accompanied with firm's application on its letter head. If tender document is required by post, Rs.280/- (i.e. 250/- + 12% GST) shall be paid by D.D. additionally along with the cost of documents. If more than one tender document is required, separate DDs should be furnished for each tender. CSPTCL shall not be responsible for any postal delay in receipt/ non-receipt of tender documents. No receipt of tender shall be issued in any case.
- The tender document can also be downloaded from official website of CSPTCL "www.cspc.co.in" (go through Chhattisgarh State Power Transmission Co. Ltd. - Tender Notice) and Rs.1180/- (i.e. Rs.1000/- + 18% GST) in form of DD in favour of 'Manager (RAO: HQ), CSPTCL, Raipur payable at Raipur should be submitted along with cost of Earnest Money Deposit (EMD) in separate envelope. The envelope containing DDs towards cost of tender document & EMD should be suitably super scribed "DDs containing cost of tender document and EMD". The details of DDs should be mentioned on the outer side of the envelope also. Please note carefully that in absence of aforesaid requisite tender fee, further bid shall not be considered for opening.
- Tender documents and the detailed specification can be obtained on any working day one day prior to the due date. The tenders duly filled in shall be dropped/get dropped in the specified tender box up to 14:00Hrs. on the due date. Any other means of delivery shall not be accepted. No receipt of tender shall be issued in any case. The tender box shall be locked/sealed at 14:00Hrs. on the due date and shall be opened at 14:30Hrs. on the same date.
- After publication of NIT & before the date of opening of TC Bid, corrigendum/ other information (if any) shall be displayed on our official website only. The bidders are requested to remain in contact with this office or visit our website for any development/ clarification/ amendment issued subsequently.
- CSPTCL reserves the right to accept or reject any or all the offers, in part or full without assigning any reason whatsoever.

Website: - www.cspc.co.in/csptcl

Chief Engineer (S/s-O&M)
C.S. Power Trans. Co. Ltd., Raipur

SECTION – I
INSTRUCTIONS FOR BIDDERS

- 1.1 Sealed offers are invited by the Chief Engineer (S/s-O&M), C.G. State Power Transmission Co.Ltd, Daganiya, Raipur – 492 013, for providing Computer operator and Peon as per terms of specification attached.
- 1.2 The tenders duly filled in shall be dropped/get dropped in the specified tender box up to 14:00 Hrs. on or before the due date. Any other means of delivery shall not be accepted. No receipt of tender shall be issued in any case. The due date of submission of tender is **28.08.2021 till 14.00 Hrs.** and date of opening of tender is 28.08.2021 at 14:30 hrs in the O/O Chief Engineer (S/s-O&M) CSPTCL, Raipur. Tender box shall be sealed at 14.00 Hrs on dtd. **28.08.2021** and in no case tenders shall be allowed to be dropped after 14.00 Hrs.

1.3 **PRE-BID QUALIFYING REQUIREMENTS:-**

Technical Criteria	Documents required
a)The Bidder should have valid labour license for providing manpower issued by Labour Department, Govt. of CG. and bidder shall submit an undertaking with the tender offer mentioning that he will submit the labour license against the awarded work within 30 days from the date of issue of LOA.	Self attested copy of Labor License registration and an undertaking along with bid for the submission of labour license within 30 days from the date of issue of LOA. The format of undertaking is enclosed in Annexure-III
b) (I) The bidder should have minimum average annual turnover (MAAT) for best 3 years out of these Financial Years i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 of Rs.39 Lakhs. In case bidder is a holding company, MAAT shall be that of holding company only (i.e. excluding its subsidiary/ group companies). In case bidder is a subsidiary of a holding company, the MAAT shall be of subsidiary company only (excluding its holding company). (II) Net worth of bidder for last three financial years i.e. 2017-18, 2018-19 & 2019-20 out of submitted balance sheets should be positive. Net worth means the sum total of paid-up capital and free reserves (excluding reserves created out of revaluation) reduced by aggregate value of accumulated losses (including debit balance in profit and loss account for current year) and intangible assets.	Statement of annual turnover, audited balance sheets and profit & loss statement duly certified by Chartered Accountant. The audited balance sheets furnished should be for these financial years (i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20). A statement showing 'Net worth' including assets and liability of the bidder duly certified by chartered accountant for the last three financial years (i.e. FY 2017-18, 2018-19 & 2019-20) shall also be furnished.
C) Bidder must have ES insurance registration/license.	Bidder should submit self attested copy of ES insurance registration.

d) Bidder should have PF code No. issued by the competent authority under the provision of Employee Provident Funds and Miscellaneous Provisions Act-1952 and submit the self attested copy of PF registration.	Self attested copy of PF code no. issued by the competent authority.
e) The Bidder should have a valid GST registration number.	Self attested copy of valid GST registration certificate
f) All the documents / statements / attachments / information submitted by the bidder in proof of the qualifying requirements must be authentic / genuine /correct and in case, any of the said documents / statements / attachments / information is found to be false / fake / misleading, the bidder will be disqualified and action will be taken against the bidder as per relevant provision of the tender.	A declaration in this regard shall be submitted by the bidder. As per prescribed Annexure-V

Note: - Bidders must enclose the documents in support of pre-bid qualifying conditions, without which their bid will summarily be rejected. Therefore, bidder must ensure submission of relevant documents in support of pre-bid qualifying requirement along with bid. However, if any short coming is observed during scrutiny of TC bid, CSPTCL reserves the right to seek required clarification/documents from bidder by giving them only one chance to submit required document/ clarifications/ confirmations within specified time limit.

Other Terms & Conditions of tender are given below:

- 1.4 **THREE PART BID:-** Sealed Tenders are invited in Duplicate on three part basis, One envelope containing the E.M.D. clearly super scribed with the Name of the tender, Second envelope should contain the tender form with required documents (Techno-commercial details and other documents) and Third envelope should contain the price bid. All the three envelopes shall be kept in one large sealed envelope, addressed to the CHIEF ENGINEER (S/S-O&M), C.G.State Power Transmission Co.Ltd Daganiya, Raipur with the name of work, tender specification number, due date of tender, amount & mode of E.M.D. and name of the bidder super scribed on the cover.
- 1.5 **QUALIFICATION:-**
- (a) **COMPUTER OPERATOR :-** 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.
- (b) **PEON :-** Should have minimum educational qualification of 5th class pass.
- 1.6 **DUTIES:-**
- (a) **COMPUTER OPERTOR: -** 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-Work, 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 operator's 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 arises.

- (b) **PEON:-**The Peon staff have to do 8 hours duty and other works as desired by the officer under whom he/she will work. The Peon will be required to work even in late hours also, if situation arises. The Peon staff should maintain the office confidentiality, and in case of leakage of any information, the concerned Peon will be removed immediately and contract may be terminated.

1.7 **VERIFICATION OF DOCUMENTS:-**

The verification of certificates and education of Computer operator & Peon shall be done by the contractor himself and the document submitted shall be verified by the officer in charge.

- 1.8 Bidders are required to submit their offer with complete information as desired in various Schedules. They may also enclose separate sheet wherever necessary.
- 1.9 **VALIDITY:** Full descriptive particulars and complete specifications should accompany the offer. Offers should be kept open for acceptance for at least 180 days from the date of opening.
- 1.10 Offers through Telegraph/Fax/E-mail will not be considered.
- 1.11 **EARNEST MONEY:** Each bidder shall submit an earnest money of Rs. 1.29 lakh (Rs. One lakh twenty nine thousand only) along with submission of quotation in a separate envelope. The tenders not accompanied with adequate earnest money will summarily be rejected and returned unopened. No interest shall be payable on the earnest money deposited by the bidder.
- 1.12 **FORM OF EARNEST MONEY DEPOSIT:** The earnest money deposit can be furnished in form of Bank Draft issued by Nationalized/Scheduled Bank payable to the Manager (RAO-H.Q.), CSPTCL, RAIPUR.

In case the bidder withdraws his offer during the validity period or after placement of order, the Earnest Money shall be forfeited. EMD of unsuccessful bidders shall be returned on placement of order. EMD of bidder on whom order is placed shall be returned on acceptance of security deposit. No interest shall be paid on the EMD amount.

- 1.13 **FORFEITURE OF EARNEST MONEY DEPOSIT:** It should be clearly understood that in the event of bidder failing to accept or execute the detailed orders, if order is placed within the validity period of the offer (as per clause 1.9), the full amount of earnest money will be forfeited and Company's decision in this respect will final and binding on the bidder.
- 1.14 **A.GST :-** The Bidder shall submit documentary evidence for Registration regarding GST with appropriated authority. Payment of GST shall be made to the contractor as per prevailing rules.

B. OTHER TAXES / DUTIES :- The taxes will be applicable as per prevailing rates for work completion within specified time. It may be noted that only statutory variations due to Govt. regulations in the rate of GST or other taxes (if any) shall be payable by CSPTCL only within contractual period. In case, the contract affected late i.e. beyond contractual completion period and rates of GST and other taxes (if any) undergoes upward revision, the payment will continue to be made only on the basis of rates prevailing during the contractual period. However, in case the rate of statutory levies undergoes downward revision, then the delayed work completion beyond contractual period will attract reduced rate of levies.

- 1.15 **INCOME TAX DEDUCTION:** Deduction towards income tax will be made from the contractor's bills as per rules in force.
- 1.16 **PERIOD OF CONTRACT:** - The contract will be for a period of 01 year or till the posting of departmental staff (O.A.Gr.I/O.A.Gr.II/ O.A.Gr.III/data entry operator/Peon) as the case may be, in the respective offices, whichever occurs earlier.

- 1.17 **EXTENSION CLAUSE**:- The contract will be for One year from date of issue of order. It may be extended for further period of Six months on same rates, terms & condition or the contract period may be curtailed as desired by CSPTCL. Apart from this, the number of deployed personnel may be increased up to 50% of the employed personnel, if the situation warrants.
- 1.18 **AGREEMENT**: The contractor will execute an agreement on non-judicial stamp paper worth Rs. 300/- with revenue stamp of Rs. 01 (one) affixed on it, as per the Annexure-I enclosed with this tender document. The cost of stamp paper etc. shall be borne by the contractor. The agreement is to be executed within 15 days from the date of order for execution of contract award for providing computer operator & peon for 2021-22.
- 1.19 **SECURITY DEPOSIT**: The contractor shall furnish security deposit either in form of DD drawn in favour of Manager (RAO-H.Q.), CSPTCL, Raipur or FDR pledged with the Manager (RAO-H.Q.), CSPTCL, Raipur or in the form of Bank Guarantee from Nationalized/Scheduled Bank for an amount of 10% of one year's contract value (including GST/Cess etc. if any) for faithful performance of the order and to cover the guarantee period. The SD shall be submitted within 30 days of receipt of LOA and shall be kept valid for period covering the completion date plus 6 months. In the event of extension of completion date, the validity of the bank guarantee shall also be suitably extended. The bank guarantee shall be executed in stamp paper, as per annexure attached with this tender document, worth Rs. 300/- or as per the prevailing legal requirements. The cost of stamp paper shall be borne by the bidder. No interest shall be payable on the Security Deposit.

Note: - 1) The security deposit shall be released only after satisfactory completion of the work duly certified by the concerned OIC.

2) Without acceptance of security deposit by order placing authority, no payment will be released to the contractor.

- 1.18 **FORFEITURE OF SECURITY DEPOSIT**: - CSPTCL may forfeit the security deposit along with contract termination and other stern punitive action, in case of any of the following;
- i) Un-satisfactory performance of the contractor during the contract period.
 - ii) Non-compliance of the terms & conditions laid down in the contract due to which the order is considered for cancellation.
 - iii) Repeatedly (more than 3 times during the contract period), delayed payments to staff deployed by the contractor.
 - iv) If deployed staff is being paid less wages or a part of wages is taken back by the contractor or his supervisor/ his other staff after depositing the wages in bank account of the staff. In such cases staff shall be advised to lodge FIR in the concerned Police Station.

1.20 **PENALTY** :

If the contractor/bidder fails to perform the work as per specification, the penalty shall be levied as under:-

- i. Penalty will be imposed for the days of absent of the Computer operator & Peon at an average rate equal to One and half ($1\frac{1}{2}$) wages per day per person shall be deducted for each day of absence of the Computer operator & Peon.
- ii. If the contractor fails to execute the contract within stipulated time frame, the CSPTCL shall recover from the contractor as penalty a sum of half percent (0.5%) of the monthly contract price of the work for each calendar week of delay or part thereof. The total penalty shall not exceed 10% (ten percent) of one year's contract value the contract (including GST/Cess). Alternatively, work may be got done through other agency/contractor on cost and at the risk of the contractor; OR CSPTCL may cancel the contract for the in-completed work, with liability recoverable from the contractor, as assessed by the CSPTCL.

- iii. It is the contractor's responsibility to make payment to the deployed staff on or before 7th of every month irrespective of whether bills are passed / paid or not; for any reason whatsoever. It will be the responsibility of the contractor to submit bills duly filled in all respect within 15 days of completed month of the contract. The contractor shall be capable for making two month's wages payment to their staff from his own resources, in case bill payment to the contractor from CSPTCL is delayed due to any reason, whatsoever.

If the contractor fails to make payment to deployed staff within the 7th of each month, a penalty of Rs. 100/- per day per person shall be deducted from the bill. In case the same is repeated for 3 times during current contract period, then this will affect the performance of the contractor for participation in next tender and the contractor may be debarred/black listed also along with other punitive actions in such a case.

- 1.19 **PAYMENT:** The contractor shall raise one bill normally within 15 days of each completed month of the contract in quadruplicate (four copies) pertaining to each Sub-Station separately. The contractor shall submit his bill complete in all respects every month. The payment shall be made normally within 30 days from the date of submission of bill, complete in all respect after deducting the statutory levies & other deductions, if any.

However, no interest shall be paid if payment is delayed. The contractor has to furnish proof of submission of Provident Fund in respect of the staff employed by him with the monthly bill including certificate of payment along with details of payment to their staff through electronic transfer (NEFT/RTGS) mode to all of his staff engaged for the works for the bill period. **Cash payment to the deployed workers is not admissible.** The payment of monthly R.A. Bills will be released only after receipt of documentary evidence towards payment of minimum wages, EPF/ESI subscription etc. certified by Officer-in-charge of the work.

- 1.20 **PAYMENT TO STAFF DEPLOYED BY CONTRACTOR:-** The contractor shall be responsible for payment of wages to each staff up to the 7th of each month. The payment of wages must be made in accordance with the provisions of the labour law and as minimum wages declared by Labour commissioner, Govt. of CG. It will be binding on the contractor for monthly payment of Bonus @ 8.33% and to deposit Employee & Employer's contribution towards EPF & ESIC on the monthly wages as applicable from time to time.

- 1.21 **E.P.F. DEDUCTION :-** As per the relevant provisions under Employees Provident Funds and Miscellaneous Provisions Act, 1952, the contractor will have to furnish full particulars of EPF contribution in respect of employee engaged by him. All such details will have to be furnished along with the bill without which the bill will not be accepted. It is mandatory for the contractor/bidder to pay EPF of all the employees engaged for work in the office of CSPTCL against this tender in single EPF challan against each office only, so that CSPTCL can verify the details of number of employees and their PF deduction conveniently. The concern EE division will verify the details of each employee EPF Number and amount paid by the contractor to the commissioner EPF office.

- 1.22 The terms and conditions and specifications mentioned in tender specification shall be binding on the bidders and no condition or stipulation contrary to our condition shall be applicable. Please note that the bidders who do not accept terms and conditions stipulated in this tender specification, their offers are liable to be out rightly rejected without assigning any reason what-so-ever. Each page of TC Bid and Price Bid shall be signed by the bidder & affixed the seal.

- 1.21 **Punitive Actions:-**In case of defaults by the contractor, such as non-execution of work, violation/breach of terms and conditions of the contract/submission of fabricated or fraudulent supportive documents etc., CSPTCL shall take any one or all the punitive actions given below depending on the extent and seriousness of the default committed :-
- Forfeiture of security deposit.
 - Debar/blacklist the firm for future business for a specified period.
 - Cancel the contract partially or fully as outlined in Penalty Clause.

d) Impose a suitable penalty on account of financial loss to CSPTCL by the contractor due to default against the contract.

- 1.23 **Arbitration:** If, at any time any question, dispute or difference, whatsoever shall arise between the CSPTCL and the bidder, upon, or in relation to or in connection with the Contract, either party may forthwith give to the other, notice in writing of the arise of such question, dispute or difference and the same shall be referred to the adjudication of two arbitrators. In this case one to be nominated by the CSPTCL and the other to be nominated by the bidder or in the case said arbitrators not agreeing, then to the adjudication of the Umpire, to be appointed by the arbitrators, whose decision shall be final and binding on the parties under the provision of the Indian Arbitration Act, 1940 with its latest amendments, and of the rules there-under any statutory modification thereof shall be deemed to apply. The arbitrators or the Umpire, as the case may be, are bound to give a detailed speaking award assigning reasons for the findings.

Service under the contract shall be continued by the Contractor/bidder during the arbitration proceedings, unless otherwise, directed in writing by the CSPTCL or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrators or of the Umpire, as the case may be, is issued.

- 1.24 **Jurisdiction:-** All disputes, if any or claim arising out of the contract, agreement, purchase order etc. shall be triable in the competent court at Raipur from where the order is placed and in no other courts.

SECTION – II
TERMS AND CONDITIONS

- 2.1 The contractor will deploy following category personnel with respective minimum qualification, passed from any recognized institution for each office. The personnel engaged must be domicile of Chhattisgarh state & the contractor has to submit the domicile certificate along with valid ID card issued by Govt. department e.g. Aadhar Card (UID)/ Driving License/Voter ID of the personnel so engaged. The contractor has to submit proof of qualification (as mentioned below) at the time of deployment of staff to OIC. .

Sl.	Category of Personnel to be engaged	Minimum qualification
1.	Computer operator (Highly skilled)	Higher Secondary School Certificate (10+2) and one year diploma in Data Entry/Programming
2.	Peon (Unskilled)	05 th pass

- 2.2 Officer-in-charge –The respective Superintending Engineer (circle)/Executive Engineer (Sub-station/MRT/ 400KV SS) Dn. will be the Officer in-charge (OIC).

- 2.3 **Prices-** The rates for the Computer operator & peon shall be in following parts as indicated below:-

1. a) **Base Rate:-** The Base rate is the rate of wages determined by the Labour Commissioner, Govt. of C.G. applicable on the date of issue of this tender under relevant provision of Minimum Wages Act-1948 for Semi-skilled/Unskilled category of worker. This rate is variable (as per wages declared by Labour Commissioner, Govt. of C.G. from time to time).
- b) **Base charge:** - The base charge includes base rate along with all the specific charges/Mandatory payments. e.g. EPF, Insurance & Bonus.

Specific Charges includes the actual expenses against the payment of EPF/ESI/Bonus. The details of these charges are mentioned below:-

- I. EPF @ 13 % (on minimum wages fixed by the Labour Commissioner Govt. Of C.G.as amended from time to time) to be remitted along with the contribution from the labour to the EPF Commissioner regularly and obeying all other legal conditions as per Act.

The original Electronic Challan cum receipt shall be submitted for passing the bills. ठेकेदार द्वारा कार्य समाप्त करने के पश्चात् यदि ठेका श्रमिकों द्वारा कर्मचारी भविष्य निधि के संबंध में अंतिम भुगतान चाहा जाता है तो ठेकेदार की जवाबदारी है कि वह कर्मचारी भविष्य निधि के प्रपत्र-19 में औपचारिकताएँ पूर्ण कर कर्मचारी भविष्य निधि कार्यालय में आवेदन जमा करवाए।

- II. The ES Insurance @ of 3.25% (on minimum wages fixed by the Labour Commissioner Govt. of C.G.as amended from time to time) to be remitted along with the contribution from the labour to the concern authority and obey all other applicable legal conditions as per Act. The payment of monthly bills submitted by contractor shall be released after production of original documentary evidence towards payment of ESI to concerned department. Where the ESI scheme is not applicable the contractor shall submit the original documentary evidence for insurance policy taken under workman compensation act and personal accident. The payment of monthly bills submitted by contractor shall be released after production of original documentary evidence.

If order is placed to the contractor for more than 01 Division then the original receipt of EPF, ESI and other documents will be attested from the Executive Engineer where the original receipt of EPF, ESI & other documents submitted along with bill and photocopy of the EPF, ESI & other documents shall be given to the other division for passing the bills.

- III. Bonus @ 8.33% of base rate to the eligible employee as per the law applicable. The payment against Bonus (@8.33%) will be made on production of original

documentary evidence towards payment of Bonus amount to Computer operator & Peon duly authenticated by the officer in charge.

2. Base charge is indicated below:-

Sl	Payment Head	For Un-Skilled peon per month	For highly skilled computer operator per
1	Monthly minimum wages including variable D.A. prevailing as on (01.04.21 to 30.09.21) (Base Rate)	9720	11930
2	EPF @ 13%	1263.6	1550.9
3	E.S. Insurance @ 3.25%	315.9	387.7
4	Bonus@ 8.33%	809.7	993.8
5	Total (Rounded off)	12109	14862

Note 1:- The base rates mentioned above are based on the minimum wages declared (for category-A defined for specified regions) by the labour Department, Govt. Of. C.G., Raipur for the period 01.04.21 to 30.09.21. The base charges calculated above at Sl.No.5 is by considering the minimum wages specified for category-A i.e. on higher side and are inclusive of all the Mandatory payments e.g. EPF, Insurance and Bonus, etc. However, the base charges shall be revised at the time of revision of EPF, ESI rate & minimum wages declared by the Labour Department, Govt. of C.G variation.

Note 2:- 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 (Annexure-IV) with the tender is to be signed by the bidder necessarily in this respect.

2.4 **Price Bid:** Price bid has 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 administrative & supervision charges and Profit. The rates quoted in Percentage will not be considered. Bidder should quote lowest rate without taxes and duties. This quoted rate (over and above base charges) will remain fixed for the entire contract period & extension period given, if any.

GST/Cess, if any 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.

The rate (over and above base charges) shall be quoted in FIRM Rupees (rate in words should also be mentioned along with figures). Lowest bidder (L-1) shall be evaluated on the basis of total value of contract. All amounts should be rounded-off to two decimal places.

Price bid must be without any assumption, condition, qualification, reservation or variation. Conditional tender offer or offers at variance from prescribed specification shall be turned ineligible.

2.5 **TERMINATION OF CONTRACT AWARD:-** This contract can be terminated at any time by giving one month's notice by the CSPTCL .

2.6 For any unforeseen happenings, accident etc., the risk will be covered by the contractor and Company will no way liable for any type of compensation.

2.7 Any other instructions/condition issued from time to time by the Company's competent authority will be observed by the contractor.

- 2.8 The contractor will issue the Identity - Card with photograph to his staff and it will be obligatory to exhibit the I-Card while on duty. The contractor will not change his staff without proper justification & bringing in knowledge of OIC of the work. The list of all staff with full address along with proof of qualification & two copy of photograph will be handed over by contractor to OIC for official record. The contractor must submit police verification report of their staff before deployment to OIC.
- 2.9 The payment to the employees deployed has to be ensured by contractor on or before 7th of each month, through Electronic transfer (NEFT / RTGS) or by credit to employee's bank account. Cash payment is not admissible.
- 2.10 All the Staff will be employed by the contractor and there shall be no master and servant relationship between the workers and the CSPTCL.

Section-III
List for required Computer operators & Peons

Name of office	Name of Circle & Dn. Office	Staff Required (No.)	
		Computer Operator	Peon
CE(S/S-O&M),Raipur	O/o CE(S/S-O&M),Raipur	8	1
Total (i)			
SE (S/s-O&M) Circle Bhilai	O/o SE (S/s-O&M)circle Bhilai	4	0
	EE (S/S) Dn.Bhilai	4	1
	400KV S/S Dn. Khedamara	2	0
	EE (MRT) Dn.Bhilai	3	1
	EE (S/S) Dn. Rajnandgaon	2	0
Total (ii)		15	2
SE (S/s-O&M) Circle Jagdalpur	SE (S/s-O&M) circle Jagdalpur	4	1
	EE (S/S) Dn. Jagdalpur	3	0
	EE (MRT) Dn. Jagdalpur	2	1
	EE (400KV S/S)Dn. Jagdalpur	1	1
Total(iii)		10	3
SE (S/s-O&M) Circle Raipur	SE (S/s-O&M) circle Raipur	3	1
	EE (S/S) Dn.-I Raipur	2	0
	EE (S/S) Dn.-II Raipur	2	0
	EE (MRT) Dn.-I Raipur	2	0
	EE (MRT) Dn.-II Raipur	3	1
	EE (400 KV SS) Dn. Raita	2	0
	EE (400 KV SS) Dn. Kurud	2	0
Total(iv)		16	2
Grand total (i +ii+iii+iv)		49	08

SCHEDULE-I

SCHEDULE OF QUESTIONNAIRE – GENERAL INFORMATION

(To be kept in the envelope Part-II i.e. Commercial Technical Bid)

Separate sheets should be used, wherever necessary.

1. Name and Address of the bidder
2. Name and Address of the firm / company etc.
 - a) Registered Office
 - b) Address
 - c) Telegraphic address
 - d) Telex / Fax No.
 - e) Telephone number.
3.
 - a) Whether bidder is an old participant with CSPTCL Yes / No
 - b) If yes, whether documentary evidence is enclosed?
4. Any other information that the bidder may like. If yes, give details to be given in order to highlight his bid.

PLACE

SIGNATURE OF BIDDER

DATE

NAME IN FULL

DESIGNATION/STATUS IN THE COMPANY

COMPANY SEAL

SCHEDULE-II
COMMERCIAL INFORMATION

(TO BE KEPT IN THE ENVELOPE (PART-II) “(COMMERCIAL TECHNICAL BID)”

- 1) Strike off, whichever is not applicable.
- 2) Separate sheets should be used, wherever necessary.

1. i)	Earnest Money details Bank draft / Banker's cheque / Cash with Manager. (RAO-H.Q.) CSPTCL, Raipur	
ii)	Amount of E.M.D. (in Rupees)	
iii)	D.D. No./Banker's cheque no.	
iv)	Date of issue of above	
v)	Issuing Bank / Drawn on Bank	
2.	Whether the offer is valid for 180 days from the date of opening of commercial / technical bid. (Agreed/DISAGREED). If not than state the validity period offered by the bidder	
3.	Any other tax if applicable, state the rate of tax, and whether it shall be borne by CSPTCL / Bidder	
4.	PAYMENT TERMS	
i)	Whether C.S.PTCL's terms of payment is acceptable to the bidder (Agreed/DISAGREED)	
ii)	(If no than state conditions)	
5.	PENALTY-CLAUSE : Whether agreeable to Trans Co. Penalty Clause (Agreed / DISAGREED)	
6.	SECURITY DEPOSIT: Whether agreeable to furnish Company's Standard Security Deposit @ 10% of one year's contract value (including GST/Cess etc. if any) for satisfactory execution of the order. (Agreed/DISAGREED)	
7.	Minimum annual average turnover of not less than ₹ 39 lakh for best three years out of these FY i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 have been enclosed.	
8.	EXTENSION ORDER :- Whether you are agreeable to accept extension order at the same rates, terms and condition if any, extension order is placed from the date of placement of detailed order.	
9.	PART QUANTITIES: Please mention whether rates offered are applicable for part quantities (Agreed/DISAGREED)	

PLACE:

SIGNATURE OF BIDDER

DATE:

NAME IN FULL

DESIGNATION/STATUS IN THE FIRM
COMPANY SEAL

SCHEDULE-III
PRICE – BID SCHEDULE
Tender No. 02-07/Tender/P-1691/609 dtd. 06.08.2021

A) Price bid schedule for providing 49 No. Computer operators and 08 No. Peons.

Sl.	Particulars	Base charges* per month per person (including EPF, ESI, Bonus)	Quoted rate per person over & above base charges (including Administrative & supervision charges)	Total Base charge per person including quoted rate	GST	Total amount including GST
1.	Computer operator	Rs.14862/-	Rs..... (in figure & Words)			
2.	Peon	Rs.12109/-				

*Base charge per month is based on the minimum wages declared by the Labour commissioner Govt. of C.G. w.e.f. 01.04.2021(variable) for Un-skilled/Highly-skilled category of workers

Note :-

1. The Rate quoted over & above base charges in price bid shall be FIRM throughout contract period which will include administrative & supervision charges and Profit. Bidder should quote lowest rate without taxes and duties. This quoted rate will remain fixed for the entire contract period & extension period given, if any. However the base charges will be variable depending upon base rates declared by labour Commissioner Govt. of C.G., from time to time.
2. GST/Cess, if any shall be paid extra by CSPTCL at actual.
3. The offer with the rates given in any form/Proforma, other than that mentioned above shall be liable for rejection.
4. While quoting the rate bidder shall keep in mind that in case contract of additional quantity are awarded to them at their quoted rates they would be bounded to accept the contract.

Place :-
Date :-

SIGNATURE OF BIDDER
NAME IN FULL
STATUS
SEAL, IF ANY

ANNEXURE – I
AGREEMENT (PROFORMA)

(To be executed on non judicial stamp paper worth Rs.300/- only with a revenue stamp of Re.1/- affixed)

This Agreement is made this _____ day of _____ between -----
----- (hereinafter called the Contractor which expression shall where the context so admits, be deemed to include his heirs, executors, administrators and representatives) OF THE ONE PART,

And the Chhattisgarh State Power Transmission Co.Ltd, Raipur being the Company constituted by The Government of Chhattisgarh vide its notification no. F 1-8/2008/13/1 dtd 19 December 2008, (hereinafter called the Company which expression shall, where the context so admits, be deemed to include its permitted assigns) OF THE OTHER PART.

WHEREAS in accordance with a notice No. dt issued by CHIEF ENGINEER(S/S-O&M) of the Company, the Contractor submitted his tender No.dtdfor "Contract of Providing Computer operator & Peon for 2019-2021 more particularly described, mentioned, enumerated or referred to in the General conditions, specifications, schedules, drawings form of tender covering letters, schedules of prices and further correspondence, a copy of which is hereto annexed and is for purposes of identification , signed by the Contractor Shri _____ S/o _____ on behalf of the Contractor and CHIEF ENGINEER (S/S-O&M) of the Company and all of which shall be deemed to form part of this agreement as though separately set out herein and are included in the expression 'Contract' herein used, (hereinafter referred to as the said works):

AND WHEREAS the Company has accepted the tender of the Contractor vide Work Order No.dtd forfor the sum of Rs. (In words Rupeesonly) upon the terms and subject to the condition hereinafter mentioned.

NOW THEREFORE THIS AGREEMENT WITNESSES AND IS hereby agreed as follows:-

- 1) The contractor shall carry outand do, perform and carry out all matters incidental and / or ancillary thereto within the time specified in the and in accordance with the terms and conditions specified in the Company's Work Order No.....dtd
- 2) For the work done under the scope of the Company's Work Order referred above, the Company shall pay to the Contractor Rs..... (In words Rupees only) or such other sum as may become payable in accordance with the said work order.
- 3) In all matters arising out of or in relation to this agreement, the terms and conditions contained in the aforesaid Work Order No. dtd shall apply and all such matters shall be determined accordingly.
- 4) This agreement shall be deemed to be entered into at Raipur and all disputes and claims, if any, out of or in respect of this Agreement are to be settled at Raipur or be triable only in any competent court situated at Raipur

IN WITNESS whereof the parties hereto have signed this agreement on the dates and year mentioned against their respective signature.

Signature of Witness:

Name & Signature for Contractor

1. Signature:_____

Signature (On behalf of the Contractor)

Address:_____

Name:_____

2. Signature:_____

Designation:_____

Address:_____

Seal _____

Signature of Witnesses:

1. _____

Signature (On behalf of CSPTCL)

2. _____

Name _____

Designation _____

ANNEXURE – II

Article I. BANK GUARANTEE PROFORMA FOR SECURITY DEPOSIT

NOTE FOR TENDERS : (Note to be typed in the Bank Guarantee) To be furnished in non-judicial stamp paper of Rs. 300/- and Rs. 1/- revenue stamps applicable as per MP/Chhattisgarh duty Act from any Nationalized /Scheduled Bank.

Bank Guarantee No. ----- Dtd-----

In consideration of the Chhattisgarh State Power Transmission Co.Ltd Raipur (A successor Company of Chhattisgarh State Electricity Board Raipur hereinafter referred to as CSPTCL) having agreed to accept this Bank Guarantee in lieu of cash deposit by way of Security for due and faithful performance required from M/s_____ (hereinafter referred to as Contractors the Bank of _____ hereby agrees unequivocally and unconditionally to pay within 48 hours on demand in writing from the Chhattisgarh State Power Transmission Co.Ltd or any Officer authorized by it in this behalf of any amount upto and not exceeding Rs _____(in words) -----
-----only to the said the Chhattisgarh State Power Transmission Co.Ltd on behalf of the aforesaid M/S _____who have tendered and contracted for the supply of material equipments or service to the said the Chhattisgarh State Power Transmission Co.Ltd against order No.----- dtd -----
----- for the order value of Rs -----

The beneficiary of this Bank Guarantee shall be Chhattisgarh State Power Transmission Co.Ltd Raipur (A successor Company of Chhattisgarh State Electricity Board Raipur).the proceeds / encashment of this Bank Guarantee would go in the name of Chhattisgarh State Power Transmission Co.Ltd Raipur (.A successor Company of Chhattisgarh State Electricity Board Raipur)

This agreement should be valid and binding on this bank upto and including -----
-----2023 of for such further period as may hereunder be mutually fixed from time to time in writing by the Chhattisgarh State Power Transmission Co.Ltd and the contractor and shall not be terminable by notice or any change in the constitution of the aforesaid bank or the firm of Contractors or by any others reasons whatsoever and the Bankers liability hereunder shall not be impaired or discharged by any extension of time or variations or alteration made, given conceded or agreed to with or without the Bank Knowledge or consent by or between the Chhattisgarh State Power Transmission Co. Ltd and contractor in the existing and / or further tenders and / or contracts.

It is agreed to by the Bank with the CSPTCL that if for any reason a dispute arises concerning the Banks liability to pay the requisite amount to the CSPTCL under the terms of this guarantee the competent court at Raipur alone shall have the jurisdiction to determine the said dispute and that this shall be without prejudice to the liability of the Bank under the terms of this guarantee being unequivocal and unconditional as mentioned above.

The liability under this guarantee is restricted to Rs ----- (in words)-----only. This guarantee shall

remain in force until----- unless a demand to enforce a claim under the guarantee is made under this Bank Guarantee by the CSPTCL to the Bank within six months from that date the rights of the Chhattisgarh State Power Transmission Co.Ltd under this guarantee shall be forfeited and Bank shall be relieved and discharged from all liability there under.

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WITNESS

Signatures
Authorized signatories of Bank

1.----- Signed-----

2.-----for -----Bank

Annexure-III

UNDERTAKING

I, proprietor/partner of the firm/director of the company has been authorized to execute/sign on behalf of (Name of firm/company) is hereby sincerely and solemnly affirm and state that for the participating in the bid invited by ED (S/S-O&M) CSPTCL Raipur for the work of providing computer operator & peon for various offices under CE(S/S-O&M) CSPTCL, Raipur against TS No.Labour License registration document is to be submitted with the tender offer but at this time I am not submitting the Labour License.

I declare that if CSPTCL shall awarded the contract to my/our firm/company I will submit the necessary Labour License issued by competent authority in favour of my/our firm/company within 30 days of issuance of LOA.

Further I also declare that if I will not submit the necessary Labour License issued by competent authority in favour of my/our firm/company within 30 days of issuance of LOA. The CSPTCL is entitled to cancel/reject my tender offer/ LOA issued in favour of my/our firm/company for which I will be solely responsible.

Place:-

Date:-

**Signature of the authorized
Representative of the firm/company
Name (in block letters)**

.....
.....

Seal of the firm/company

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 bidders 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

.....

Declaration to be submitted by bidder

This is to certify that I/We (insert Name & address of the Contractor) am/are have submitted my/our bid to CSPTCL against their tender specification vide ref. No. P-1691/609 dtd. 06.08.2021 for providing computer operator & Peon.

I/We hereby declare that all the documents/ statements/ attachments/ information submitted by (Name of the bidder) M/s in proof of the qualifying requirements are authentic / genuine /correct and in case, any of the said documents / statements / attachments / information is found to be false / fake / misleading, the bid will be disqualified and action will be taken as per relevant provisions of the tender.

Place.....

Signature of bidder.....

Date

Name (in full).....

Status in the firm if any.....

Seal of the firm.....

Mobile No.....