

SPEED POST

OFFICE OF THE CMD (WEST ZONE)
M.P. PASCHIM KSHETRA VIDYUT VITARAN CO. LTD.,
GPH COMPOUND, POLOGROUND, INDORE

(EPABX Phone No: 0731-2422045, 2423263, 2422544, 2423577 Extn. 144 & 151. Fax No: 2423300)

No. CMD/WZ/06/PUR/T.Enq-421/3666

Indore, dated: 03.03.2010

TENDER ENQUIRY NOTICE

Sub: - Job Contract for Computer Operators & Computer Assistants for purchase section in the Corporate Office of West Discom.

Sealed Tender for Job Contract for Computer Operators & Computer Assistants for purchase section in the Corporate Office of West Discom are invited from the individuals / firms or companies by the date shown hereunder: -

Name of Items	Required EMD (Rs.)	Tender Fee (Rs.)	Date of opening of Tender
Job Contract for Computer Operators & Computer Assistants for purchase section in the Corporate Office of West Discom	2,500.00	500.00	25.03.2010 3.30 P.M.

- Last date for selling tender document 25.03.2010 (Up to 12.00 Noon).
- Last date for submission of tender form 25.03.2010 (Up to 3.00 P.M).

- PURCHASE OF TENDER DOCUMENTS:** - Detailed specification of the material alongwith tender form can be obtained from the Superintending Engineer (Pur), O/o CMD (WZ), MPPKVVCL, Indore on payment of tender fee (non-refundable) as shown above by Pay order / DD only drawn in the name of the M.P.Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore. Postal Charges of Rs. 100.00 (Rs. One Hundred Only) shall be charged extra, if tender documents are required by post.
- DELAY IN RECEIPT OF TENDER DOCUMENTS:** - The Company will not be responsible for delay on any account in receipt of tender documents, in case they are sent by DAK / Post.
- EARNEST MONEY:** - The Earnest Money will have to be submitted in favour of M.P.Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore in form of Pay order / D.D. only. The tender received without Earnest Money shall not be accepted unless exempted by the Company.
- PAYMENT:** - 100 % payment shall be released within 45 days or on turn as per queue whichever is later by the Sr. A.O., MPPKVVCL, Indore after satisfactory completion of work.

5. **PRICES:** - The quoted prices shall be FIRM and inclusive of all taxes and levies & service tax and other statutory requirements. No extra charges will be paid.
6. **CONTRACT PERIOD:** - One year from the date of order which can be extended for further one year.
7. **MAN POWER REQUIRED:** - Four Nos. computer operators and two Nos. computer assistants.
8. The quotation should be complete in all respect.
9. Our enquiry number, date and due date must be clearly mentioned on the top of right hand side of the envelope as well as in your quotation.
10. The rates should be written in figures as well as in words.
11. Your rates should be according to our specification only. No alternative offer should be mentioned. The offer contrary to our specification and the other specification will not be considered.
12. Any over writing or cutting on rates and terms and conditions should be initiated by you else the same shall be rejected.
13. Your offer should be valid at least for 180 days.
14. All taxes / levies / insurance charges / service tax and other charges shall be inclusive in quoted prices.
15. The undersigned reserves right to reject any or all the quotations or increase / decrease the quantity, without assigning any reason thereof.

Thanking you,

Yours faithfully,

Superintending Engineer (Pur)
O/o CMD (WZ), MPPKVVCL
Indore