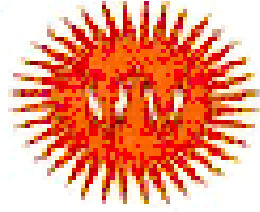


**OFFICE OF THE CMD (WEST ZONE)**  
**M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd.,**  
**G.P.H. Compound, Pologround, Indore.**

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Tender Specification No.CMD/WZ/06/PUR/T. Enq-421  
Due for opening on: - 25.03.2010 at 3:30 PM

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**Job Contract for Computer Operators & Computer Assistants  
for  
purchase section in the Corporate Office of West Discom**

**Issued by:**

**The Chief Engineer (Corp. Office-Pur)**

O/o CMD (West Zone),  
M. P. Paschim Kshetra Vidyut Vitaran Co. Ltd,  
G.P.H. Compound, Pologround,  
Indore (M.P.)

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

Website: [www.mppkvvcl.org](http://www.mppkvvcl.org)

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**BASIC TENDER INFORMATION**

<b>Particulars</b>	<b>Details</b>
<b>Name of Work</b>	Job Contract for Computer Operators & Computer Assistants for purchase section in the Corporate Office of West Discom.
<b>Tender Specification number</b>	CMD/WZ/06/PUR/421
<b>Date of Sale of Tender documents</b>	From 03.03.2010 to 25.03.2010 (upto 12.00 Noon) During normal office hours on any working day.
<b>Last Date of Bid Submission (Date &amp; Time)</b>	25.03.2010 At 3.00 PM
<b>Due Date of Opening of Technical &amp; Commercial bids</b>	25.03.2010 At 3.30 PM
<b>EMD to be Deposited</b>	Rs. 2,500/-
<b>Cost of Tender Documents</b>	Rs. 500/- plus Rs. 100/- extra if desired by 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**

To,

M/s -----  
-----  
-----

**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.

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

1. **PURCHASE OF TENDER DOCUMENTS:** - Detailed specification of the material alongwith tender form can be obtained from the Superintending Engineer (Pur), O/o CMD (WZ), MPPKVCL, 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.
2. **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.
3. **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.

4. **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

**OFFICE OF THE CMD (WEST ZONE) M.P.P.K.V.V.C.L.  
G.P.H. COMPOUND POLOGROUND INDORE**

Postal Order/Demand Draft No.....

Tender issued to M/s .....  
.....  
.....  
.....

**TENDER FORM**

The undersigned hereby tender and offer (subject to the MPPKVCL's conditions of tendering) the **M.P. Paschim Kshetra Vidyut Vitaran Company Ltd., Indore** to supply the plant, machinery and materials and execute and do the several works and things which are described or referred to in the Details of Technical Particulars attached to tender document No. CMD/WZ/06/PUR/T. Enq-421 dated 03.03.2010 and its enclosure and in Schedules to the side Details of Technical Particular Copies of which are annexed here to and which under the terms thereof are to be supplied, executed and done by the contractor and to perform and observe the provisions and agreements or the part of the contract contained in or reasonable to be referred from the said tender documents for the sums and at the rates sets out in Schedule –I annexed here to.

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.

Date the            Day of.....

TENDERER'S SIGNATURE  
(With Seal)

Tenderers Address: - .....  
.....  
.....

## SECTION-I

### SCOPE & CONDITIONS OF CONTRACT

#### **0.0 SCOPE**

The scope of this contract shall comprise of deployment of experienced computer operators and computer assistants for the preparation of tender documents and other related documentation work **on job contract basis** at Purchase Section, MPPKVVCL, Pologround Office Complex, Indore. The work shall be executed as per requirement of the owner irrespective of the days being Sundays or holidays, unless specified otherwise. The scope of the work under this contract is as follows: -

1. Following documentation works shall be executed under the contract: -
  - a. Bidding documents containing Specifications, Scope, Special conditions and Bill of Quantities etc.
  - b. Preparation of technical & commercial comparative statements of the bids.
  - c. Correspondences with bidders, organizations.
  - d. Preparation of progress of work for internal as well as Govt. assessment.
  - e. Any other document related to any section of the Corporate Office of West Discom.
2. As a regular feature of this section of contract, suitable experienced computer operators and computer assistants would be deployed which shall be normally available to MPPKVVCL, Indore services during office hours on normal working days. However, the operators have to be made available beyond the normal stipulated hours at the sole discretion of MPPKVVCL, Indore on exigencies of work. The operators may be retained / halted at as and when required by MPPKVVCL, Indore on exigencies of work.
3. For execution of above work we need personnel indicated in clause 2 (i) hereunder. The work shall be executed during all the working days and time or 25 days in a month. Outsourced personnel shall have to be available on holidays if needed for which compensatory off shall be given.

#### **1.0 BASIS OF DEPLOYMENT**

- (i) The work needs to be executed with following personnel to outsource on job contract basis:-

Sr. No.	Particulars	Nos. required
1	Computer Operator	04
2	Computer Assistant	02

Computer operator must have very good knowledge of Microsoft Excel & Microsoft Word apart from knowledge of preparation of contract document and office correspondences related to purchase section.

- (ii) Bidder must have experience of execution of similar type of work and he should submit documentary evidence in this respect.  
Computer assistant must have general knowledge of computer operators.

- (iii) Bidder must financially sound to accomplish the job without any difficulty.
- (iv) The work shall be executed by the experienced computer operators as approved by owner. The withdrawn or replacement of working team should not be made by contractor for any reason whatsoever until prior written approval is obtained from MPPKVVCL, Indore.
- (v) MPPKVVCL, Indore shall have right to remove any outsourced personal for his unsatisfactory performance. Decision of Discom will be final in this respect.

## **2.0 SERVICE PROVIDER**

The ownership of service provider / contractor shall be owned by any of the following: -

- i) Any individual
- ii) Any firm or company.

## **3.0 STATUTORY RULES AND REGULATIONS**

The contractor at no extra cost shall follow all the statutory rules and regulations required as per laws prevailing. Any fine / penalty imposed by such statutory authorities shall be born by the contractor at his own risk and cost.

## **4.0 ACCOMMODATION TO CONTRACTOR'S STAFF**

The contractor shall arrange accommodation for his staff at his own cost.

## **5.0 REQUIREMENT OF CONTRACTOR'S STAFF**

- (i) The contractor shall ensure that he follows all Statutory Rules and Regulations for deployment of operating staff.
- (ii) The staff on duty should be neatly dressed. They should also be well behaved. Misbehavior of operators with owner' staff would render him unfit to operate the contract and he may be debarred from operating the contract. On receipt of such notification from owner, Contractor shall replace the operators immediately. Failure to replace the operator would amount to non-execution of work and will attract penalty as per the provision of the contract.

## **6.0 PRICE**

Price quoted shall be FIRM inclusive of all taxes & statutory requirements. No extra charges will be paid on this account.

The rate quoted by the tenderer shall be inclusive of complete cost towards operator, statutory taxes, insurance, contingencies, overhead and profits etc. All incidental expenditure not specifically mentioned but reasonably implied and necessary to carry out the job complete according to the contract shall be borne by the contractor.

**7.0 PAYMENT**

- (i) 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
- (ii) Monthly running bills for the job work as per Schedule of Prices and as per terms and conditions of the contract shall be paid to the contractor on the production of bills. The payment shall be released by Sr. A.O., MPPKVVCL, Indore on certification of execution of work by user deptt of owner.
- (iii) Contractor is bound to make payment to his employees engaged for the work not less than the wages fixed by Collector of the District. Any change in rate fixed by the collector shall not affect rates offered by contractor for period of contract.

**8.0 ALTERNATIVE ARRANGEMENT**

1. In case of non-availability of outsourced personnel, alternative arrangement is to be made by the contractor to meet the requirement of owner. In such a case owner shall have the right to execute the work at the risk and cost of the contractor in case of emergency requirement.
2. Failure of the outsourced personnel to report for duty at the designated time and place would be viewed seriously and would amount to non-execution of contract.

**9.0 EVALUATION**

For evaluation of tender lowest consolidated rate of job contract offered by the eligible bidder shall be considered.

**10.0 CONTRACT PERIOD & EXTENSION**

The contract period shall be for one year from the date of order which can be extended for further one year on same rate terms & conditions.

**11.0 VALIDITY OF OFFER**

The offer shall be valid for a period of 180 days. Validity of the offer shall be counted from the due date of opening of tender.

**12.0 SECURITY DEPOSIT**

The contractor will have to deposit an amount of @ 5% (five percent) of the value of the contract in the form of Demand Draft or Bank Guarantee from Nationalized Bank as Security Deposit, within 10 days from the date of order in the office of CMD (WZ), MPPKVVCL, Indore, for proper fulfillment of the contract. The same will be refunded after satisfactory completion of the contract. The performance security deposit shall be forfeited if the successful tenderer fails to fulfill the terms of the contract.

**13.0 AGREEMENT**

The successful tenderer should enter into an Agreement with Superintending Engineer (Purchase), O/o CMD (WZ), MPPKVVCL, Indore on Non-judicial stamped paper of value specified by the MPPKVV Co. Ltd. within 10 days of receipt of letter of intent / work contract failing which the contract may likely to be cancelled.

**14.0 CANCELLATION OF THE CONTRACT**

In the event of the non- compliance of any of the terms and conditions or due to any other reason and failure in providing alternative arrangement, owner shall have the right to reduce the scope or cancel this contract at any time during its currency by giving one-week notice and the contractor shall have no claim on this account what so ever. Under such a situation payments only to the extent of executed portion of the contract shall be released on pro-rata basis.

Signature of Bidder:.....

Name:.....

Designation:.....

**SCHEDULE-I**  
**PRICE SCHEDULE**

**Job Contract for Computer Operators & Computer Assistants  
for purchase section in the Corporate Office of West Discom**

Sr. No.	Description	Unit	Quantity required	Rate per month including all charges, taxes and other statutory requirements (In figure & words both) (in Rs.)	
				Rate per personnel	Consolidated rate of job contract
1	Job Contract for following personnel to outsource for purchase section of corporate office of west Discom.				
(i)	Computer Operators	Nos.	04		
(ii)	Computer Assistants	Nos.	02		

**Note: -**

1. Rates in various tapering steps shall not be considered.
2. The offers, with the rates given in any form / Proforma, other than that mentioned above, shall be summarily rejected and shall not be considered, in any case.
3. Payment of any type of Govt. statutory levies / taxes will be responsibility of the bidder.
4. The quoted price should be "FIRM" inclusive of taxes & statutory requirements. No extra charges will be paid on this account.
5. For evaluation of tender lowest consolidated rate of job contract offered by the eligible bidder shall be considered.

Signature & Seal of bidder

Name \_\_\_\_\_

Date \_\_\_\_\_

**SCHEDULE-II**  
**SCHEDULE OF INFORMATION**  
**PART-A: GENERAL INFORMATION**

(TO BE KEPT IN THE ENVELOPE PART –II, “COMMERCIAL/TECHNICAL BID”)

Please furnish desired details. Strike off, whichever is not applicable. Use separate sheets wherever necessary and enclose the same as Annexure.

Sr. No.	Particulars	Details
1	Name & Address of the Bidder	
a)	Registered office	
b)	Factory / works address	
c)	Telegraphic address	
d)	Telex/fax Nos.	
e)	Telephone Nos.	
2	Whether bidder submitted documentary evidence of experience of similar work	

Signature of Bidder with Seal of Firm :

Place-

Name (in full) :

Date-

Designation :

**SCHEDULE-II**  
**SCHEDULE OF INFORMATION**  
**PART-B: COMMERCIAL INFORMATION**

(TO BE KEPT IN THE ENVELOPE PART –II, “COMMERCIAL/TECHNICAL BID”)

Please furnish desired details. Strike off, whichever is not applicable. Use separate sheets wherever necessary. Please enclose the extra sheets as Annexure.

Sr. No.	Particulars	Details
1	Earnest Money details	
a)	Bank draft / Bankers Cheque / Cash with Sr. AO, MPPKVVCL, Indore.	
b)	Amount of EMD (in Rs.)	
2	Whether the offer is valid for 180 days from the date of opening of commercial/ Technical bid.	Yes/No (If no, state validity period)

Place- Signature of Bidder with Seal of Firm :

Date- Name (in full) :

Designation :



