



M/s

Subject: **"Work Contract for "deployment" of three unskilled Labour per day for office Assistance & internal Daily Cleaning of O/o The C.E. (Gen.) SSTPP, MPPGCL Dongalia distt. Khandwa".**

Sealed quotations are invited for the works as per enclosed schedule subject to the following terms and conditions:-

- 1- The scope of work shall be as per attached enquiry schedule.
- 2- **Due date:** The quotations must be in sealed cover and strictly superscripted with enquiry No. & due date of opening and should reach this office on or before **30/07/2014** up to 3.30 P.M. positively. Quotations shall be opened on the same day at 4.00 P.M.
- 3- Earnest Money : Not Applicable
- 4- Security Deposit: The Successful contractor has to deposit 10% amount of the total order value in form on B.G./D.D. for faithful performance. The S.D. shall be returned/ released after completion of guarantee period deducting dues, if any. On submission of application for refund of SD.
- 5- Income Tax/VAT:- Income Tax/VAT as applicable at the time of execution of work will be deducted from contractor's bill as per Gov. rules.
- 6- The rate must be *valid for a period of 180 days from the date of opening of the offer.*
- 7- The contractor shall be responsible for the insurance of proper category of their workers engaged for the work & shall also abide safety, security & health rule.
- 8- All tools/tackles consumables shall be arranged by the contractor
- 9- The contractor has to *start the work immediately* or as decided by the Officer- in-charge or his authorized representative.
- 10- In case of delay in the commencement of work within schedule time (as decided by OIC), the penalty @1/2% per day or part thereof subject to maximum of @10% will be deducted from contractor's bill. In running contract penalty on prorated basis will be imposed on every absent amongst required persons.
- 11- Payment: Our standard term of payment is 100% payment shall be made within 45 days or on the basis of queue, whichever is later.
- 12- Company reserves the right to terminate enquiry/ to reject any or all offer without assigning any reasons.
- 13- Service Tax: The contractors have to clearly specify that the quoted rates are inclusive / exclusive of service tax. Amount of ST shall be paid as per prevailing ST Rules/RCM.
- 14- AGREEMENT: - The contractor has to execute an agreement for faithful execution of work on Non - Judicial stamp paper worth Rs. 100 /- only & affixed Rs. 1 /- revenue stamp on it. The amount of fee for such agreement shall be borne by you.
- 15- It is the responsibility of the contractor to obtain EPF registration and labour license (if applicable) in due course such that it should be valid for entire contract period.
- 16- Payment to the workers: Payment to the engaged labors shall only be done through bank payment as per prevailing labor rates.
- 17- In case the due date of opening of tender falls on holiday, the tender shall be opened on next working day.

SIGNATURE & SEAL OF CONTRACTOR

18- Submission of bids

The firms/contractors shall submit the bid in **TWO ENVELOP**,

Envelop - I - Shall contain "Document related with PQR & enquiry document duly signed & stamped"

Envelop -II - Shall contain "Price bid".

Both envelopes are to be enclosed in **Main Envelop**, which is to be strictly **superscripted with enquiry No. and due date of opening & firms name and address.**

19- PRE-QUALIFYING REQUIREMENT (PQR):- Self attested , legible photo copies of following documents must be furnished along with the offer , in absence of which , the offer may be disqualified:-

1. PAN Based Service Tax Registration
2. EPF Registration No.
3. Previous Work Order copy of Labour supply executed at any Govt./ Semi Govt/MPPGCL/ Public sector unit / private company.

- Encl. 1. Schedule & Scope of Work (Anex-1).
 2. Terms & Conditions (Anex-2)

(S. K. Vishwakarma)
Superintending Engineer (P&W)
O/o The Chief Engineer (Gen)
SSTPP, MPPGCL, Dongalia,
Distt.- Khandwa

Copy to:-

1. The E.D.(HR&A), MPPGCL, Jabalpur -With a request to please upload on company Website.
2. The S.E. (HQ), SSTPP, MPPGCL, Dongalia.
3. Notice Board.

SIGNATURE & SEAL OF CONTRACTOR



OFFICE OF THE CHIEF ENGINEER (GEN)
SHREE SINGAJI THERMAL POWER PROJECT, M.P.G.C.L.
Dongalia, Post- Sindhkhal Distt- Khandwa Phone No. 07326-290250-51
Email- cegen.sstpp@gmail.com

ENQUIRY SCHEDULE

Sub:- Work Contract for "deployment" of three unskilled Labour per day for office Assistance & internal Daily Cleaning of O/o The C.E. (Gen.) SSTPP, MPPGCL Dongalia distt. Khandwa.

S.No.	Particular	Period	Rate	Amount
01	Work Contract for "deployment" of three unskilled Labour per day for office Assistance & internal Daily Cleaning of O/o The C.E. (Gen.) SSTPP, MPPGCL Dongalia distt. Khandwa.	02 Months		
02	Service Tax (INCLUSIVE/ EXCLUSIVE)		@	
03	TOTAL			

Scope of work

- 1 Daily Internal cleaning, mopping O/o the C.E.(Gen.)
- 2 To arrange drinking water as per needed
- 3 Daily internal dak distribute in different divisions of SSTPP
- 4 other works as per instruction of OIC

General Terms & Conditions:-

- 01 Minimum Three unskilled person per day should be deployed for labour work.
- 02 The Contractor shall insure that the persons engaged should be in proper dress code as per instruction, of officer in charge.
- 03 The man power engaged should possess good character, obedience in nature and fit to perform duty.
- 04 Minimum wages and all other relevant and security laws/rules should be strictly followed by contractor.
- 05 The Contractor shall be responsible to follow all safety rules strictly, MPPGCL or its officials will not be responsible for any mishaps.
- 06 Payment to the labours: Payment to the engaged Labour shall only be done through bank payment, as per prevailing labour rates.
- 07 Disputes:- In case of any dispute the decision of CE (Gen.), SSTPP, MPPGCL, Dongalia, Distt-Khandwa shall be final and binding on the contractor.
- 08 All other terms and conditions are as per standard norms of MPPGCL.

SIGNATURE & SEAL OF CONTRACTOR

साधारणनियम व शर्तें

1. कार्य के निष्पादनहेतु 18 वर्षसे कम आयु के व्यक्तिकोनहीं रखाजावेगा ।
2. उपरोक्तकार्यहेतुवांछितकर्मचारीसाफ—सुथरा, व्यवहारकुशल एवंसदाचारीप्रवृत्तिकाहोनाचाहिये । पुलिसरिकार्ड धारी, आपराधिक एवंतामसिकप्रवृत्ति के व्यक्तिकोकामपरलगानावर्जितहै । ठेकेदार द्वारानियुक्तकर्मचारीकोकंपनीकीओरसेपरिचय पत्र प्रदानकियाजावेगा । जिसकेलियेपासपोर्टसाईजफोटोदेनाहोगा ।
3. किसीभीकर्मचारी की शिकायतप्राप्तहोनेपरठेकेदार द्वारानियुक्तकर्मचारीकोतत्कालकार्यसेहटाकरउसकेस्थानपरदूसराकर्मचारीनियुक्तकरनाहोगा ।
5. कार्य के दौरानश्रमिककीसुरक्षा की जिम्मेदारीठेकेदारकीहोगी ।
6. ठेकेदारको शासन के प्रचलिततथा समय समय परनिर्धारित श्रम कानून एवंनियमोंकापूणरूपेणपालनकरतेहुयेश्रम आयुक्तइन्दौर द्वारानिर्धारितन्यूनतमपारिश्रामिककाभुगतानप्रतिमाहकरनाहोगा । ठेकेदारकोश्रमिककोउक्तपारिश्रामिककाभुगतान समय परनहींकियेजानेपरनियमानुसारकार्यवाही की जावेगीतथाइनपरिस्थितियोंमेंठेकेदारकोविभाग द्वाराभुगतान न कियेजानेवालेतथ्य को “मान्य” नहींकियाजावेगा ।
7. श्रम कानूनों / नियमों, विभाग के निर्देशों की अवहेलनाअथवाकिसीप्रकार के अभद्रव्यवहार की दशामेंकार्यादेशनिरस्तकरनेकाअधिकारप्रभारीअधिकारी के होंगे ।
8. क्षतिपूर्ति :-अनुबंध की कार्यावधि मेंनिर्धारितसेवा शर्तों के अनुसारकार्यसम्पादनमें यदिठेकेदार अक्षमरहेतोकार्य अक्षमता की दिनांकसे, कार्य न कियेजाने की दिनांकतक की अवधि काभुगतानकटौती के अलावाइसकार्यहेतुहोनेवालेअतिरिक्त व्यय तथा 10 प्रतिशत क्षतिपूर्ति की अतिरिक्तराशि की कटौतीतत्समय के देयकअथवाठेकेदार की अन्य जमाराशिमेंसे की जावेगी ।
9. उपरोक्त शर्तों एवंनियमोंकापालनठेकेदारकोअनिवार्य रूप सेकरनाहोगा, अन्यथा की स्थितिमेंकिसीभी क्षतिपूर्ति, सुरक्षानिधि कोराजसातकरनेइत्यादिसर्वाधिकारसुरक्षित रखतेहुयेकार्यादेशनिरस्तकियाजासकताहै ।
10. ठेकेदारकोकार्यसमाप्तिपश्चात, कार्यकादेयकतीनप्रतियोंमेंइसकार्यालय कोप्रस्तुतकरनाहोगाजिसकाभुगतानवरिष्ठलेखाधिकारी (श्रीसिंतावितपरि), म.प्र.पा.ज.कं.लि. जबलपुर द्वारासमुचित समय के अन्तर्गतकियाजावेगा ।
11. कार्य की सुरक्षानिधि एवंअन्य वैधानिककटौतियांनियमानुसार की जावेगी ।
12. ठेकेदार द्वारानियुक्तकियेगयेकर्मचारियोंको स्वयं के खर्चपरकार्यपरउपस्थितहोनाहोगा उनके लियेरहने की व्यवस्थाभी उनके द्वारास्वयं की जाएगी। ठेकेदार द्वारानियुक्तव्यक्तियोंकोआनेजाने एंवरहने की सुविधामंडल/कंपनी द्वारानहीं की जायेगी ।