

**NESCO**

**NORTH EASTERN ELECTRICITY  
SUPPLY COMPANY OF ORISSA LIMITED**

Corp. Office: Januganj, Balasore-756019, Orissa, Ph. No- 06782-269864, Fax No-06782-263259

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**TENDER NOTICE NO: 11996**

**DATE: 1. 8. 08**

The Chief Executive Officer, NESCO, Balasore invites sealed tenders on plain papers super-scribed as **“TENDER FOR SUPPLY OF UN-SKILLED / SEMI-SKILLED LABOURS DUE TO BE OPENED ON 19<sup>th</sup> Aug’2008”** from the intending experienced Labour Contractors having Labour License, ESI Registration, PF Registration Certificate & Service Tax Registration Number and having experience in similar line of business for more than 3 years towards supply of Un-skilled / Semi-skilled Labour for need based requirement under different field units of NESCO, Balasore as and when required, which are to be received by this Office on or before **18<sup>th</sup> Aug’ 2008 up to 17 hours**. The Technical Bid of the tender will be opened on **19<sup>th</sup> Aug’ 2008 at 11 AM** in the presence of tenderers or their authorized representatives. The Financial Bid of the Tender will be opened on 19<sup>th</sup> Aug’2008 at 3.30 PM in presence of those who will be successful in the Technical Bid. The Agencies who have engaged more than 50 persons per year during the last 3 (Three) years and having annual turn over of minimum Rs. 12,00,000/- (Rupees Twelve Lakhs) only per year during last 3 (Three) years are eligible to participate in this tender and others may not apply. The proprietary Agency will not be entertained for this tender.

The tender documents can be available from this office on payment of (Non-refundable) Rs. 1000.00 (Rupees One Thousand) only in Cash / DD + 4% VAT in favour of Chief Executive Officer, NESCO, Balasore payable at Balasore up to **15 hours on 18<sup>th</sup> Aug’ 2008**. The telephonic / telefax / facsimile tenders and conditional tenders will not be entertained. The bidders are required to deposit an amount of Rs. 50,000/- towards EMD in shape of Bank Draft in favour of Chief Executive Officer, NESCO, Balasore which will be refunded to the unsuccessful bidder after finalization of tender within one month for more details visit [www.nescoorissa.com](http://www.nescoorissa.com).

The undersigned reserves the rights to reject any or all tenders received through this tender notice or split order to different contractors depending on requirement without assigning any reason there of. The lowest bid may not guarantee to be offered the whole contract.

**Sd/- (1/8/08)**  
**Chief Executive Officer**  
**NESCO, Balasore**

Memo No: 11997

Date:1.8.08

Copy forwarded to Company Secretary, NESCO, Balasore for information and necessary action. He is requested for arranging publication of the above Tender Notice in Two Oriya Daily.

Sd/- (1/8/08)  
**Chief Executive Officer**  
**NESCO, Balasore**

Memo No:11998 (9)

Date:1.8.08

Copy to the GM (Operation) / GM (Works) / GM (Com) / AGM (HT) Maintenance / AGM (MRT) / Dy. General Manager (F) / PS to CEO / Cashier / Notice Board for information.

Sd/- (1/8/08)  
**Chief Executive Officer**  
**NESCO, Balasore**



**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED**

Corporate Office: Januganj, Balasore, 756019

Phone: +91-6782-269864

Telefax:+91-6782-263259

**NOTICE INVITING TENDER**

**For supply of “Un-skilled / Semi-skilled Labour” for need based requirement under NESCO, Balasore.**

Tender Notice No: .....

Date: .....

To,

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This Tender Document Contains 12 Nos. of pages.**

Sl. No \_\_\_\_\_

Date of Issue \_\_\_\_\_

**Cost of Tender:** Rs. 1000/- + 4% VAT

Mode of Payment: **CASH/DD**

DD No. \_\_\_\_\_ Date: \_\_\_\_\_

Money Receipt

No \_\_\_\_\_ Date \_\_\_\_\_

**Last Date and time for sale of Tender forms:**

18<sup>th</sup> Aug' 2008 up to 15 hours

**Last date and time for submission of tenders:**

18<sup>th</sup> Aug' 2008 up to 17.00 Hrs

**Date, time and venue for opening of Tender**

**Technical Bid : 19<sup>th</sup> Aug' 2008 at 11.00 AM.**

**Financial Bid : 19<sup>th</sup> Aug' 2008 at 3.30 PM**

Venue: Corporate Office, NESCO Ltd, Januganj,  
Balasore, PIN-756019.

**NESCO**

**NORTH EASTERN ELECTRICITY SUPPLY  
COMPANY OF ORISSA LIMITED**

**Corporate Office: Januganj, Balasore – 756019, Orissa, Fax No- 06782-263259**

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**NO:**

**DATE:**

**TENDER DOCUMENTS**

**FOR**

**Supply of “Un-skilled / Semi-skilled Labour” for need based  
requirement under NESCO, Balasore.**

**TENDER NOTICE NO:..... Dt:.....**

**Last date of receipt of tender paper      17:00 Hrs of Dt: 18.08.2008**

**Date of opening of tender                      11:00 Hrs of Dt: 19.08.2008**

**INSTRUCTION TO TENDERERS**

1. Tender papers of only those bidders who have purchased the tender paper from this office will be considered. The money receipts should be enclosed with the tender in the absence of which requisite, the offers will be rejected. Similarly tenders submitted without deposit of EMD shall be rejected.
1. Sealed Tenders complete with all details with regard to the terms & conditions referred in the Tender Specification & declaration form (vide Annexure – I to V ) duly signed has to be submitted to this office on or before 18<sup>th</sup> Aug' 2008 up to 17.00 P.M in double sealed cover with Technical and Financial Bid in envelope super scribed as ***“Tender Specification against Tender No. ....  
Dated: ..... due to be opened on 19<sup>th</sup> Aug’ 2008”***.
2. Tender shall be submitted either in person or by Registered Post with A.D. Any other means of delivery shall not be entertained. When tenders submitted by Post, Postal delay shall not be considered. When delivered in person, the tenders shall be dropped in the tender box placed at the entrance of this office. Tender will be opened in the office of the undersigned on 19<sup>th</sup> Aug’ 2008 at 11 hours. Tenders received after due time and date shall not be considered.
3. Telegraphic/ Telefax / Fascimile Tender shall not be accepted under any circumstances.
4. NESCO reserves the right to reject the lowest Bid of the prospective tenderer without assigning any reason thereof.
5. The Tenderers are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tenders. In case of doubt regarding the meaning of any clause may ask for clarification in writing from the AM (HR) - I. This, however does not entitle the Tenderer to ask for time beyond due date fixed for receipt of tender.

6. Conditional Offers will be rejected.
7. (i) Over-writing shall be avoided. (ii) In the event of discrepancy or arithmetical error in the Schedule of Price, the decisions of the under signed shall be final and binding on the Tenderer.
8. The Tenders should be accompanied with Xerox copy of Labour License, ESI Registration Certificate, PF Registration Certificate & Service Tax Registration No, PAN No, Income Tax Return for the FY 2004-05, 2005-06 & 2006-07, Audited Accounts for the 2004-05, 2005-06 & 2006-07, proof regarding the status of the Agency.

## ANNEXURE – I

### ABSTRACT OF TERMS AND CONDITIONS

(This proforma should be filled in with all information and should be furnished along with the tender)

1. Earnest money furnished in shape of Cash / Bank Draft
2. Rate per person per month subject to compliance of Minimum Wages Act including all statutory liability with break up.  
For Un-skilled:  
For Semi-skilled:
3. Terms of payment:  
Whether agreeable to NESCO's terms of payment or not: Yes / No
4. Whether agreed to furnish Security Deposit in case his Tender becomes successful: Yes / No
5. Furnishing of required certificates etc.
  - a). Labour License Yes / No
  - b). ESI Registration No Yes / No
  - c). PF Registration Certificate Yes / No
  - d). Service Tax Registration Certificate Yes / No
  - e). PAN No. & IT Return for the FY 2004-05, 2005-06 & 2006-07 Yes / No
  - f). PF Challan & ESI Certificate in support of engagement of minimum 50 nos personnel for the year 2005-06, 2006-07, 2007-08. Yes / No
  - g). Audited Accounts for the year 2004-05, 2005-06, 2006-07 Yes / No
6. Other conditions if any:
7. Documents Enclosed:

**Signature & Designation & Seal**

**Annexure-II**

**TENDER FORM ( TECHNICAL BID) FOR PROVIDING UN-SKILLED  
SEMI-SKILLED LABOURS AT NESCO.**

(To be submitted by the tenderers on their letter head. All columns should be filled.  
Documentary proof prescribed in the terms and conditions should be enclosed)

Letter No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Chief Executive Officer  
NESCO Ltd  
Corporate office  
Januganj, Balasore  
Orissa, Pin 756019

**Sub: Sealed tender for providing Un-skilled / Semi-skilled Labours at NESCO.**

**Ref: Your Office Tender Notice No. \_\_\_\_\_ Date \_\_\_\_\_**

<b>Sl. No.</b>	<b>Particulars to be given with Documentary Proof</b>	<b>Status (to be filled by the tenderer)</b>
1.	Type of Organisation. (Enclose proof)	
2.	Length of experience (Enclose proof)	
3.	No. of employees working with the Agency for last 3 years: 1. Un-skilled 2. Semi-skilled 3. Skilled 4. High-Skilled. (Enclose proof)	
4.	Details of Experience of having provided Un-skilled, Semi-skilled services in Govt./Semi Govt./Reputed Organization (List with names, Designation and Telephone numbers of the authority to be enclosed. Copies of the satisfactory reports should be attached. In case number of agencies are much then separate sheet may be used for indicating experience etc.)	
5.	Copy of proof with Labour/ Govt Agency	
6.	License/ Permission from Govt. Body	
7.	Annual Turn Over of the Company in Lakhs of Rupees a) 2007-08 b) 2006-07 c) 2005-06	
8.	Pan Number Service Tax Registration Certificate	



9.	PF Registration No.	
10.	ESI Registration No.	
11.	Income Tax Return for last 3 (Three) years for the FY 2004-05, 2005-06, 2006-07 should be affixed.	
12.	Audited Balance Sheet of the Agency for last 3 (Three) years for the FY 2004-05, 2005-06, 2006-07 should be affixed.	
13.	Any Other information	
14.	Details of earnest money deposited a. Amount : Rs. _____ (Rupees _____ (In words) b. Bank Draft Details : _____	

**Declaration by the Tenderer: -**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with Seal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

**TENDER FORM ( FINANCIAL BID) FOR PROVIDING UN-SKILLED  
SEMI-SKILLED LABOURS AT NESCO.**

**(To be submitted by the tenderers on their letter head. Rate must be quoted  
for all specifications)**

Letter No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Chief Executive Officer  
NESCO Ltd  
Corporate office  
Januganj, Balasore  
Orissa, Pin 756019

**Sub: Sealed tender for providing Un-skilled / Semi-skilled Labours at NESCO.**

**Ref: Your Office Tender Notice No. \_\_\_\_\_ Date \_\_\_\_\_**

Sir,

After having gone through the tender document and terms and conditions of the tender on the subject cited above, I/we M/s \_\_\_\_\_ hereby quote our lowest rate as under

1. Names, address of the  
Agency / Contractor and  
Telephone No. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name of Authorized person  
of Firm/Agency/Contractor  
Designation, Address and Telephone No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Proposed wage/rates per person per category per Month as per Annexure-I (inclusive of National Holidays, Services charges, Statutory benefits, Taxes etc). Please quote your rates in the table.

SI No.	Particulars	Un-skilled Labour	Semi-skilled Labour
1	Wages(per person per month)		
2	ESI*		
3	EPF*		
4	Other statutory liability, if any		
	<b>Cost per head</b>		
5	Service Charges( Inclusive of all)		
6	Service tax		
7	<b>Total (per personnel per month)</b>		

\*EPF and ESI contribution to be paid for personnel employed by tenderer shall be responsibility of tenderer.

For every six days of duty of Un-skilled / Semi-skilled labour One Day off with payment will be given. The tenderer will have to bear cost of providing Un-skilled / Semi-skilled labours for this weekly off. The total monthly rates quoted shall inclusive off all these including profits, overheads, bonus, gratuity etc and taxes whatsoever payable.

5. Declaration by the Tenderer: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with Seal)

Name:\_\_\_\_\_

Designation:\_\_\_\_\_

Address:\_\_\_\_\_

Phone No. (O)\_\_\_\_\_

**DECLARATION FORM**  
**TENDER SPECIFICATION**

To,

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Sir,

1. Having examined the above specification for supply of Un-skilled / Semi-skilled Labour contract together with Tender terms and conditions referred to therein, I/We the undersigned hereby offer to supply Un-skilled / Semi-skilled Labour contract covered thereon complete in all respects as per the specification and General Terms and condition specified in the Tender.
2. I/We hereby undertake to abide by the specification referred in the tender.
3. In the event of work order being decided in my /our favour, I/We agree to furnish the security deposit in the manner acceptable to NESCO and for the sum as applicable to me / us within 10 days of issue of letter of intent / work order, failing which I/We clearly understand that the said letter of intent/ work order will be liable to be withdrawn by the authority.

Signed this.....day of.....

Yours faithfully,

**Signature & Designation and Seal**

N.B: - This form should be duly filled in by the bidder and submitted along with the original copy of tender.

**Tender Specification for supply of Un-skilled / Semi-skilled Labour for need based requirement under NESCO, Balasore**

**Scope:**

This specification covers the supply of Un-skilled / Semi-skilled Labour for need based requirement under different Field Units of NESCO, Balasore. The contract works shall be carried out as per the direction of Field Executive Engineers / their authorised representatives.

**Qualification:**

(a). Un-skilled Labours should have passed 10<sup>th</sup> class and within the age limit of 28 years as on 31.07.2008 having sound physic and should be able to read and write English, take meter reading and record the same in absence of the Electrician and they should be able to carry out digging of poll pits / stringing of conductor / pole scheduling work, lifting of poles, carrying ladders, cycling etc.

(b). Semi-skilled Labours should be within the age limit of 28 years as on 31.07.2008 and have passed HSC and ITI (in Electrician Trade with 60% marks) and possess Workman (L/M-‘B’ / Operator-‘B’ / L/M-‘C’) permit issued by ELBO, Orissa before engagement. He must know cycling and should be able to climb pole, carrying ladder, take meter reading and record in the log sheet on daily hourly basis / erection of electric lines / Sub-stations / attending fuse calls etc.

**TERMS AND CONDITIONS:**

- a) **License:** The Contractor should produce a copy of valid Labour License from the concerned D.L.O., ESI certificate, PF registration certificate & Service Registration No. to NESCO prior to signing of the agreement or within 30 days from the date of opening of tender whichever is earlier.
- b) **Agreement:-** The successful bidder has to execute the agreement with concerned Executive Engineer of the respective Field Units, for supply of Un-skilled / Semi-skilled Labour for need based requirement under NESCO, Balasore on non-judicial stamp paper for a period of 1 year. The model draft will be supplied by NESCO.
- c) **Security Deposit:** - The successful bidder has to deposit a sum of equal to one month’s salary of the no. of Personnel engaged in NESCO towards Security Deposit. Failure to comply with the agreement the security deposit will be forfeited.
- d) **Deployment:** - The number of Un-skilled / Semi-skilled labour shall be deployed as per our requisition.

- e) **Risk Coverage:** - Any breakage/leakage/ damage/ theft during work at site will be charged to the Contractors account.
- f) The successful bidder has to furnish the names of the employees engaged under them along with the name of their Supervisor with proper police verification.
- g) PF, ESI and other Statutory Liabilities /dues of each staff engaged by the contractor will be to the account of the contractor.
- h) The personnel deployed by you must be physically sound & fit.
- i) The contractor will supply the attendance Register, other statutory register, return on monthly basis along with an undertaking to be furnished by the Contractor every month that compliance has been made with reference to PF, ESI & Service Tax.
- j) The rate quoted should be on monthly basis and the rate quoted should be in conformity with the minimum wages Act.
- k) 100% payment will be made within 30 days of production of bill subject to production of documentary evidence towards PF/ESI /service tax of its staff for the previous month and the undertaking as referred at point No. J to the concerned Division office.
- l) Rs. 50, 000/- EMD has to be deposited along with the tender value in shape of Cash / Bank Draft failing which tender is liable for rejection.
- m) The EMD Draft should be prepared in favour of CEO, NESCO, Balasore.
- n) Any accident / casualty occurred during the course of working to any staff engaged by the contractor; the responsibility will remain with the contractor.
- o) For any accident or casualty occurred during the course of working to any staff deployed by your firm the liability that will arise out of the accident will be borne by your Firm .The responsibility will remain with the contractor and NESCO will no way be responsible for it or any other clause mentioned above. NESCO reserves the right to extend /cancel the contract without assigning any reason.
- p) Notwithstanding any other clause mentioned above NESCO reserves the right to award / cancel the tender without assigning any reason.
- q) In case of contractor in the job desires to quit, he has to give 30 days notice in advance to NESCO prior to termination of the contract. In case, NESCO desires to terminate the agreement, 7 days notice in advance to be given to the Contractor.
- r) The selected bidder shall have to execute agreement within 15 days from the date of letter of intent.
- s) No payment shall be made without signing of agreement.

Sd/- (1/8/08)  
**Chief Executive Officer**  
**NESCO, Balasore**