

**North Eastern Electricity Supply Company of Odisha Limited (NESCO)
Western Electricity Supply Company of Odisha Limited (WESCO)
Southern Electricity Supply Company of Odisha Limited (SOUTHCO)**

Registered Office:

Plot No. N1/22, IRC Village, Nayapalli, Bhubaneswar, Odisha – 751 015

Ph.No. 0674-2558737, Fax: 0674 – 2558343.

NESCO CIN: U40109OR1997PLC005106, WESCO CIN: U40109OR1997PLC005104, SOUTHCO CIN: U40109OR1997PLC005107.

E-mail: cs@orissadiscoms.com, Website: www.odishadiscoms.com

Section – I

Invitation for Tender/ Bids & Instructions

Tender Notification: RO/HR/01/14

Dated: 30.09.2014

Central Service Office, NESCO, WESCO & SOUTHCO

1. **Invitation for Bid**

Central Service Office of Odisha Power DISCOMs (Nesco, Wesco, Southco) invites Sealed tenders for “outsourcing the process of written test for recruitment against different posts” from reputed organizations/agencies. The tenderer must qualify the technical requirements as specified in clause 5.0 stated below. The sealed envelopes shall be duly super scribed as “**TENDER NOTICE/RO/HR/ 01/14 due for opening on dated. 18.10.2014**”.

2. **Instructions**

The tenderer must read in detail the instructions to the tenders and General terms and conditions before filling up the tender documents.

2.1 **Submission of Tender/Bids:**

Tenders/ Bids shall be submitted in double sealed envelopes and shall be super scribed “**Bid for outsourcing the process of written test for recruitment against different posts**”. The due date of receipt of tenders is up to **6.00 PM of dated 17.10.14** against tender notice No.RO/HR/01/14. Incomplete /conditional/separate/telegraphic tenders shall not be accepted. The Techno- Commercial bid shall contain the following:

- 1) EMD
- 2) Documentary evidence of execution of 3 (Three) nos. of similar type jobs with copy of work order.
- 3) Copy of PAN, Service Tax No., Registration Certificate.

2.2 **Qualification and Experience:**

Tenderers should have executed similar type of jobs at least for 10,000 nos. of candidates in a single written test in respect of different Central Govt./ State Govt. /PSU/ Autonomous bodies/ reputed Companies for a minimum of three times. In support of the above, tender must be accompanied with the work order and experience certificate issued by the concerned organization along with Techno-Commercial bid. Tenderers who do not have qualifying experience will not be considered.

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2.3 **Earnest Money Deposit (EMD):**

An amount of Rs 50,000 /- (Rupees Fifty Thousand) only shall be deposited towards EMD in shape of Bank Draft in favor of **North Eastern Electricity Supply Company of Odisha Ltd. payable at Bhubaneswar.**

Tenders/Bids without EMD will be out rightly rejected. No further query shall be entertained in this regard. The EMD of unsuccessful firms will be returned after finalization of the tender and that of the successful tenderer will be returned after acceptance of work order and deposit of security. The EMD shall not carry any interest. The EMD of unsuccessful tenderer/ Bidder shall be returned after issue of work order to the successful tenderer/ Bidder.

2.4 **Information on Competitions:**

- (a) Tenderers/ Bidders or their authorized representative who may be present at the time of opening of the tender may note down all the information of the offer of other tenderers/ Bidders. No further information shall be provided at any other point/stage of the tender.
- (b) Only those tenderers/ Bidders who are willing to accept all the terms and conditions of the detail tender need submit the tenders. Tender document shall contain the techno-commercial bid, price bid, EMD duly and properly pledged, copy of the registration certificate, copy of VAT clearance certificate, copy of service registration certificate, PAN card, copy of EPF registration No., original money receipt proof for buying of tender documents, affidavit about the authentication of tender documents. The tenderer should put his signature on each page of the bid documents. **The bid document can be obtained from the address given below against demand draft of Rs 2,100/- (Rs 2000 + VAT @ 5%) drawn in favor of “North Eastern Electricity Supply Company of Odisha Limited”, payable at Bhubaneswar. The tender paper will be issued in all working days up to 6PM of 17.10.2014. The tender document can also be available from the website: www.odishadiscoms.com. If the tenderer/ Bidder down load the tender document from the website, cost of tender paper shall be submitted in Bank draft in favor of “North Eastern Electricity Supply Company of Odisha limited” payable at Bhubaneswar**

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2.5 STCC/ITCC:

Documents pertaining to VAT registration, TIN No. and PAN No. of Income tax, Service tax must be enclosed with the techno- commercial offer failing which the tenders/ Bids shall be rejected. Income Tax as admissible shall be deducted from the bill.

2.6 Validity:

The tender/ Bids shall be valid for a period of 120 days from the date of opening.

2.7 Evaluation of tenders:

First part containing Techno- Commercial offer **will be opened on 18.10.14 at 11.30 AM** in presence of tenderers/ Bidders or their authorized representatives, if present. The Techno- Commercial offers shall be evaluated first. The date of opening of price bid shall be intimated at a later date to Techno- Commercially qualified firms.

2.8 Procedure to be adopted:

Discoms have recently advertised for recruitment of GETs, MT (Finance) & Jr. Accountant. The applications are received online through our website and candidates are asked to submit hard copy alongwith copy of testimonials. The tenderers/ Bidders have to submit a brief write up along with techno commercial offer indicating procedure to be adopted by them for scrutinization of application forms received in soft and hard form, preparation of list of eligible candidates, written test, evaluation of answer sheets & preparation of merit list etc.

2.9 Corrections, Overwriting and Illegibility:

Tenders/ Bids with over writing or erased, illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender, the rates in words will be considered and so also in case of discrepancy between unit rates and the total amount , the unit rates will be considered and the same will be final and binding on the tenderers. Total of each item and grand total of the whole tender should be clearly written. Correction in the tender, if unavoidable, should be made by rewriting with dated initial of the tenderer/ Bidder after scoring out the wrong entries.

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2.10 Forfeiture of EMD:

In case the successful Tenderer/ Bidders fails to accept the order within Seven (07) days of receipt of the work order and furnish the required amount of security deposit, the EMD amount shall be forfeited.

2.11 Payment:

100% payment shall be made with in 30 days of completion of work and verification thereof. Payment shall be released after submission of the bills in triplicate alongwith copy of PAN, ST No etc.

2.12 Completion Period:

The work shall be completed within 45 days from the date of issue of work order. The Tenderer/ Bidder shall have to follow the schedule as under:

- a. Scrutinize of application forms- 15 days
- b. Written test - 20 days
- c. Merit list - 10 days.

2.13 Penalty:

Penalty @ 03 percent of the order value shall be levied for each week of delay subject to a maximum of 20 percent of the order value. Penalty shall not be levied under force major conditions and for delay not attributable to the tenderer/ Bidder. In case of delay period is more than 02 months the work order shall be terminated without giving any notice at the Discretion of Authority.

2.14 Paying Officer:

AVP (Finance), Regd. Office, CSO, Bhubaneswar

2.15 Officer-in-Charge

DGM (HRD), Regd. Office, CSO, Bhubaneswar

Our office Address

Central Service office

NESCO, WESCO, SOUTHCO

(Electricity Distribution Companies of Orissa)

N1/22, IRC Village, Nayapalli, Bhubaneswar.

Tel No. (0674) 2550043, Fax No. (0674) 2558343.

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Section – II

General Terms of Tender

Tender Notification: RO/HR/01/14

Dated: 30.09.2014

Central Service Office, NESCO, WESCO & SOUTHCO

GENERAL TERMS OF TENDER

The Agency, selected through tender, shall have to carry the following activities

1. The agency will collect the applications (soft & hard copies) for the different posts from our office along with data base which we have received in response to our advertisement(s) and the Agency will scrutinize the applications for ascertaining their eligibility subject to receipt of DD (List will be provided), in Consultation with HR wings of Regd. Office (CSO).
2. The agency will prepare and submit a list of eligible candidates to (CSO) indicating separately the direct and departmental candidates as per the Performa prescribed by us.
3. The Agency is required to scrutinize all hard copies of the Applicants before finalizing the eligible list.
4. The Agency will similarly prepare & submit a list of non-eligible candidates to (CSO) and the reasons mentioned against each of those candidates.
5. Organization and arrangements of test centers at Bhubaneswar for the different posts will be done by the Agency.
6. The agency will send call letters, admit cards after getting clearance from Management to all eligible candidates by under certificate of posting. The center wise list of the candidates issued with call letters for appearing the test is to be submitted by the Agency along with a soft copy.
7. The Agency will conduct the written test, evaluate the answer sheets and based on evaluation, prepare and submit the merit list of the qualified and unqualified candidates separately in a sealed cover within 07 days of the completion of the test.
8. The test subjects and qualifying marks shall be decided by the Management. The question papers, answer sheets etc shall be prepared by the Agency
9. The agency will prepare the model test question papers and will send the same to each of the eligible candidates along with the call letters/ admit cards.

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10. The Agency will administer the written test for different posts, on the specified date. At the time of the administering the test, in case of any ambiguity/ clarifications , the decision is to be taken by the representative of Agency , (CSO) and Centre in charge after having due discussion among themselves. This may be intimated to all the centre in charge as well as the representative of Agency.
11. The security and confidentiality of the process including the question/test papers and merit list shall be ensured by the agency.
12. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Section – III

Forms of Tender

Tender Notification: RO/HR/01/14

Dated: 30.09.2014

FORM OF TENDER

To
Dy. General Manager (HRD)
Central Service Office,
Nesco, Wesco, Southco,
N1/22, Nayapalli, Bhubaneswar.

Sub-: Out sourcing the process of recruitment for different posts

1. Having a carefully examined all the tender documents, we hereby submit our offer to complete the work in conformity with the terms and condition stated in Tender Specification.
2. We undertake, in case our tender is accepted, to commence the work and to complete the work in whole and the responsibilities comprised in the contract with in the three months as stipulated in the specification.
3. We are submitting herewith the EMD for an amount of Rs. _____ (Rupees _____) only in the form of _____ as instructed.
4. We agree to keep our tender valid initially for a period of four months from the date of opening of the tender.
5. Should our tender be accepted, we here by agree to abide and fulfill all the terms and conditions of the tender document. In case of fault on our part, we agree for forfeiture of security deposit/ EMD, as the case may be, by (CSO). We understand that CSO has the right to accept or reject any or all tender without assigning any reason thereof.

6. Date _____ Day of _____
 Signature _____
 In the capacity duly authorized
 To sign tenders for & on behalf of _____

(In block Letter)
 With the company seal
 Witness: _____

1. Signature _____
 Date _____
 Address _____
 Occupation _____
2. Signature _____
 Date _____
 Address _____
 Occupation _____

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PRICE BID

Prescribed Price Bid Form for “Outsourcing the process of recruitment for different posts”.

SI. No.	Job Description	Unit (In RS)		
		1 to 3000 No. of candidates	3001 to 10000 No.of candidates	Above 10000 candidates
1.	Service Charges for undertaking the process of recruitment excluding taxes and duties)			
2.	Taxes and Duties			

Note: The bid may be submitted for different slabs i.e.

1. 1-3000 Nos. of candidates.
2. 3001- 10000 No. of candidates
3. 10.000 and above No. of candidates.

Date:

Day of
Signature
In the capacity duly authorized
To sign tenders for & on behalf of

(In block Letter)
With the company seal

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