

Himachal Pradesh State Electricity Board Limited

"A State Government undertaking"

No. HPSEBL/CE(Comm)/DEO/Vol-VI/16-

609-14

Dated: 16/05/16.

To

M/s Him Productive Institute of Education,
Thakur Niwas, Near Auckland Hotel,
Lakkr Bazar, Shimla-171001.

Subject: Letter of Award to provide Data Entry Operators on outsourcing basis.

Sir,

HPSEB Ltd. is pleased to award the contract to provide the services of Nine number Data Entry Operators (DEOs) purely on outsourcing basis for a period of twelve months i.e. from 01.04.2016 to 31.03.2017 to be deployed in the offices of HPSEBL as per Table-1 below:

Table-1

| Sr. No. | Name of Office | Number of DEOs |
|---------|--|----------------|
| 1. | Joint Secretary (Law) | 1 |
| 2. | Superintending Engineer (II) | 1 |
| 3. | Chief Engineer (MM) | 2 |
| 4. | Chief Engineer (SO) | 4 |
| 5. | Maintenance Division, HPSEBL, Shimla-4 | 1 |

The total contract value shall be 3,91,728/- (Rs. Three Lakh Ninety One Thousand Seven Hundred Twenty Eight only) payable @ 8,161/- per month per DEO inclusive of service tax @ 14.5% (current rate), which may vary as per GOI policy.

Terms and conditions:

1. The DEO so deputed would be paid as per detail given in the Table-1 below and payment will be released on submission of invoice and proof of payment to the individual deputed by you.

Table-1

| No. of Data Entry Operators/ period (months) | Net Emoluments (including EPF) (INR) | Agency charges @ 8% (INR) | Sub Total (INR) | Service Tax @ 14.5% | Total cost to be paid by HPSEBL per DEO per month (INR) | Total Amount (INR) |
|--|--------------------------------------|---------------------------|-----------------|---------------------|---|--------------------|
| 1 | 2 | 3 | 4(2+3) | 5 | 6(4+5) | 7 |
| 9/12 | 6,600/- | 528/- | 7,128/- | 1033/- | 8,161/- | 3,91,728/- |

(Rs. Three Lakh Ninety One Thousand Seven Hundred Twenty Eight only)


2. The rates as agreed to will be applicable for the period of one month only and no enhancement will be considered within the contract period.
3. The firm will have to ensure that they submit the bill of hiring charges of the DEOs within first week of each month, to the respective offices and will also ensure the release of above agreed salary to the DEOs within two days after receipt of bill from the HPSEBL.
4. The Data Entry Operator deputed by the firm should have minimum educational qualification 10+2 in any stream + Diploma in Computer Application + possess typing speed of at least 25 words per minute in Hindi and 30 words per minute in English on computer keyboard + sufficient experience of data entry/handling of computers & its peripherals.

5. The firm will ensure that DEO once deputed will continue to work for the entire contract period. No change/substitute will be allowed except on the grounds of misconduct or misbehavior noticed or on the approval of this office.
6. The Personnel so deputed will carry the identity card issued by your firm. He/She will conduct in a decent manner and your company shall be responsible for his/her good conducts, antecedents and liable for any intentional damage caused to the HPSEB Ltd. property by him/her.
7. The DEO so deputed will not be considered the employees of HPSEBL and HPSEBL shall stand indemnified against any claim that the hired DEO may opt to have by virtue of working on the project, for whatever period. HPSEBL also stands indemnified against any compensation arising out of accidental loss of life or injury sustained by the hired Personnel working on the HPSEBL project.
8. The firm will have to execute an agreement with the HPSEBL so as to abide by these terms and conditions, in letter and spirit, and in case of breach of any of these conditions, the firm will have to pay reasonable amount on account of compensation of loss sustained by the HPSEBL on this account.
9. No leave etc, will be admissible to the DEO deputed by the firm. The Personnel, so provided by you, may have to work on holidays/ Sundays depending on the exigency of work. However one weekly rest as admissible to the workers will be allowed. Payment for working on holidays, if any, will be made on pro-rata basis or will be given compensatory leave.
10. The hiring charges will be deducted from the bill of the firm proportionately for absence of any DEO from the job. The DEO will not remain absent from the work without prior intimation/permission of Work Incharge.
11. The Personnel shall be allowed to work for the project duration provided his/her performance is of high quality. In case of non-performance, for whatever reasons, he/she shall be removed from the project and necessary replacements shall be provided by you. The Personnel deputed with HPSEBL on contract shall be for HPSEBL project only and in no way shall be construed as employees of HPSEBL.
12. The DEO so deputed will have no right to claim employment/regularization in the department at later stage merely on the ground that their services have been hired by this department.

You are requested to sign an agreement with Chief Engineer (Comm), HPSEBL, Vidyut Bhawan, Shimla-4 within a period of 30 days from the date of issue of this letter. A draft agreement form is enclosed herewith for taking further necessary action at your end please.

Please acknowledge the receipt of this letter and convey your acceptance of terms and conditions specified above, by return fax.


Yours faithfully,


(Er. Mahesh Sirkek)
Chief Engineer (Comm.),
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.

Copy forwarded to the following:

1. The Executive Director (Personnel), HPSEB Ltd., Vidyut Bhawan, Shimla.
2. The Chief Engineer MM/SO, Vidyut Bhawan, Shimla-4.
3. The Chief Accounts Officer, HPSEB Ltd., Vidyut Bhawan, Shimla.

4. Joint Secretary (Law), Vidyut Bhawan, Shimla-4
5. The Sr. Executive Engineer, Maintenance Division, HPSEB Ltd., Shimla-4.



(Er. Mahesh Sirkek)
Chief Engineer (Comm.),
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.