

	Uttar GUJARAT VIJ COMPANY LIMITED CIN – U40102GJ2003SGC042906	
	Regd. & Corporate Office: Visnagar Road, MEHSANA – 384 00 (North Gujarat)	
	Telephone: (02762) 222080-81 Fax: (02762) 223574 Website: www.ugvcl.com e-mail: corporate@ugvcl.com	

Tender Notice No: UGVCL/ ISO 9001:2015/Certification/2018/03

Purchase Requisition No. 347366

Sub: Tender for “Appointment of Certification Agency for Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years”.

Chief Engineer (Op) invites online tenders (e-Tendering) for “Appointment of Certification Agency for Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years”. Tender Papers and Specification may be downloaded from website <http://ugvcl.nprocure.com> (for view, download and online submission) and UGVCL website www.ugvcl.com (for view and download only). Tender Fee and EMD can be paid in DD and its receipt\DD to be kept in cover containing EMD & Tender Fee for respective Tender. “All the relevant Documents of the tender to be submitted physically” will be received only by registered Post A.D. or Speed Post addressed to Chief Engineer (Op) Uttar Gujarat Vij Company Limited Corporate Office, Visnagar Road, Mehsana-384001. “No courier service or hand delivery” will be allowed. Tenders are invited in two Bid system i.e. Technical Bid and Price Bid from experienced contractors who has executed work of similar nature successfully

BRIEF DETAILS REGARDING TENDER IS AS UNDER:

1	Tender No. :	UGVCL/ ISO 9001:2015/Certification 2018/03
2	Description:	“Appointment of Certification Agency for Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years”
3	Estimated Cost:	Rs. 6,00,000.00/-(Six Lacs Only)
4	Tender fees:	Rs. 500.00 + Rs.90.00 (GST @ 18%) = Rs.590.00
5	EMD:	Rs. 7,500.00

Signature of Tenderer:		Company’s Round seal
Date:	Place:	

6	Contract Period :	Three Year
7	Validity of tender:	120 days from the date of opening of Technical Bid
8	Last Date of on-line submission of tender:	12.12.2018 up to...16.00 hrs.
9	Date of submission of relevant documents in physical form:	On or before 14.12.2018 up to 14.00 hrs. by registered post or speed post only
10	Date of opening of cover containing EMD & verification of documents:	15.12.2018...at...14.00 hrs.
11	Date of on-line opening of Technical Bid:	18.12.2018...at...14.00 hrs.
12	Date of on-line opening of Price Bid:	28.12.2018...at...12.00 hrs. (Tentative, if possible)

For and on Behalf of UGVCL

Chief Engineer (OP), UGVCL

Signature of Tenderer:		Company's Round seal
Date:	Place:	

IMPORTANT NOTE, CONDITIONS & INSTRUCTION TO BIDDERS:

(1) All the relevant documents as per requirement of the Tender also to be submitted physically along with the Tender Fee, EMD in sealed cover on or before due date and time. All such documents should be strictly submitted by RPAD/speed post along with e-Tendering only. Otherwise the offer will not be considered and no further communication in the matter will be entertained. The envelope must be with heading of **“Tender No: UGVCL/ISO 9001:2015//Certification 2018/03 “Appointment of Certification Agency for Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years”**.

(2) Any deviation found in Data / Details / Documents between on line offer (e-tendering) and physically submitted documents (Tender document fee, EMD, Technical and commercial documents etc.) of bidder, offer of the same bidder will not be considered and no any further communication in the matter will be entertained.

(3) The Price Bid is to be submitted ON LINE only where as Technical Bid is to be submitted in both the forms i.e. On Line as well as Physical.

Note:- Bidders are requested to submit price – bid (Schedule – B) on-line only and not to submit the price bid in physical form. This is mandatory. If price bid is submitted in physical form, same will not be opened/considered and only on-line submitted price bid will be considered for evaluation.

(4) It is mandatory for all the bidders to submit their tender documents (technical bid) by both forms viz. on – line (e – tendering) and physically in schedule time. If tender documents submitted in only anyone form, say either by on line or physically, in that case the same tender will not be considered.

(5) The Techno-Commercial bid shall be opened on-line at date and time mentioned in the tender notice, if possible. Technical and pre-qualification bid details specification will be opened first and subject to evaluation based on the qualification criteria contained in the individual bid document. Price bids of bidders who are assessed and declared as substantially technically responsive on evaluation of the technical bid will be opened for commercial evaluation.

(6) EARNEST MONEY DEPOSIT:

- E.M.D. of Rs.7,500.00 per bidder is payable by Demand Draft in favor of UGVCL from any Scheduled / Nationalized Banks in Mehsana.

(7) CHEQUES ARE NOT ACCEPTABLE:

No Interest will be allowed against payment of Earnest Money Deposit. DD for payment of tender fee, EMD must be placed in the Cover super scribing “EMD Cover” along with requisite documents as mentioned in the EMD condition. (EMD and Tender Fee cover should be kept as separate enclosure & should be submitted with Technical Bid.) First EMD Cover will be opened and if EMD cover documents found OK as per requirements of tender only then Technical Bid will be opened.

The tender document is to be submitted in **single cover** super scribing tender number and name of tender and containing two separate envelope namely “EMD Cover” and “Technical &

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Commercial bid" cover which includes commercial terms & conditions duly signed and stamped by bidder with all enclosures of the tender documents.

- Tender fee is Non-refundable.
- The Bidders are forbidden from furnishing their own printed / typed commercial and other terms and conditions.
- **The Bidders shall specifically note that the quantities of staff are likely to vary as per the actual requirement at that time and payment shall be made on the basis of actual staff provided.**
- The Bidders shall have to submit complete bound sets of their offer.
- The Bidders will ensure submission of the Tenders duly filled in before the due date and time, by R.P.A.D. or Speed Post along with e-Tender only. **Offer by Hand Delivery or by Courier will not be accepted.**
- Bidders are not allowed to transfer their offer to other firm who have not purchased the tender document nor to the firms who have purchased the tender document.
- Seal and Signature with date at all pages of all documents / Annexure are must. The bid which is not opened due to any reason/s in that case the same will not be returned to the bidder in any case / circumstances.
- **Main Envelop Must Contain two envelops as Following:**
 1. One envelope containing:
The details and Documents of Tender Fee, EMD (Separate – DDs / cash receipts to be enclosed)
 2. Second envelope containing:
The tender document along with all Annexures duly filled in and signed as well as stamped on each page as mark of acceptance.

In absence of any of the above, techno-Commercial bid will not be opened/considered/ the opening of tender of the party will be at the discretion of the UGVCL.

(8) DELAYED AND LATE TENDERS:

No tender shall be accepted / opened in any case which are received after due date and time of the receipt of tender irrespective of delayed due to postal service or any other reasons and UGVCL shall not assume any responsibility for late receipt of tender. Any correspondence in this matter will not be entertained.

- Download Tender Documents in (PDF Format) as per above contents:
- To view the PDF file please use "Acrobat Reader" software which can be downloaded from "Adobe" website.
- **In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office:**

(n) Procure Cell

(n) code solutions-A division of GNFC Ltd.,

403, 4th Floor, GNFC Info tower, S.G. Road, Bodakdev

Ahmedabad – 380054 (Gujarat)

Toll Free: 1-800-233-1010 (Ext. 501, 512, 516, 517, 525)

Signature of Tenderer:		Company's Round seal
Date:	Place:	

Phone No. 079-40007323/26857315 / 316 / 317

Fax: 079-26857321 / 40007533

Email: nproucre@gnvfc.net

- Other Terms & Conditions as per detailed tender document
- Any Techno-Commercial questions, information and clarifications that may be required pertaining to this enquiry should be referred to **THE CHIEF ENGINEER (OP), UTTAR GUJARAT VIJ COMPANY LTD., CORPORATE OFFICE, VISNAGAR ROAD, MEHSANA**. For any query or correspondence please quote Tender Number.
- **Tender evaluation: L1 bidder (irrespective of new or existing agency) offer shall be considered as offer for placement of order.**
- After opening of the tender and within the validity period no reduction or enhancement in offer price by the tender invitee will be entertained. On the other hand, it will make the tender liable for rejection. However management reserves the right for negotiation of rates & terms from among the eligible bidders.
- **Conditional Offers shall not be accepted**
 - The bidder should have valid PAN No, EPF Registration, GST Registration and workman compensation in addition to other statutory compliances. Copy of registration to be submitted.
 - **Bids are invited for** “Appointment of Certification Agency for Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years”.
 - **The agencies which are debarred/ blacklisted/ stop deal by any State / Central Government / Public Enterprises will not be eligible for offering the bid.**
 - Eligible bidders, who are fulfilling criteria, in their own interest, are advised to go through the all terms, conditions and instructions very carefully and only then submit their offer.
 - Bids submitted after the time and date fixed for receipt of bids as set out in the INVITATION to Bid shall be rejected.
 - **Unlawful Activities** : The contractor shall have to ensure that none of its employees are engaged in any unlawful activities (whether covered under the Scope of the present General condition of the contract or Not) subversive of the UGVCL’s interest failing which appropriate action (legal or otherwise) may be taken against the contractor by the UGVCL, in accordance with the terms of the present general condition of the contract

DETAILS REQUIRED TO BE FURNISHED BY THE BIDDERS

(Schedule 3: Checklist)

SRNO	PARTICULAR	
1	Whether the Bid submitted is as called for.	YES / NO
2	Whether the tender Price Bid is submitted <u>ON LINE</u> only.	YES / NO
3	Whether all pages of Tender Specifications / offer are sealed and signed by the Bidders.	YES / NO

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Date:	Place:	

4-a	Whether the Bidder is registered with UGVCL	YES / NO
4-b	In case of yes in above, please furnish following details	
4-b-i	Registration Letter No. & Date. Enclosed the copy of the same	
4-b-ii	Validity of registration.	
5-a	Whether Tender fee paid	YES / NO
5-b	In case of Yes, please furnish details M.R. No. & Date	
5-c	Whether EMD paid	YES / NO
5-d	In case of Yes, please furnish details (D.D.)	
6	Whether following documents of General terms and condition are submitted	YES / NO
6-a	Human Resources details	YES / NO
6-b	Details of experience	YES / NO
6-c	Financial capability	YES / NO
6-d	Last three years audited annual account	YES / NO
6-e	Company's Article Of Association / Partnership deeds	YES / NO
6-f	Details of Partners / Directors	YES / NO
6-g	Board Resolution / P.A. Authorizing Person to sign on behalf of firm	YES / NO

- The issuance of bid document would not mean that the bidder has qualified for the bidding. Hence bidders should ensure themselves of their credentials before submitting their offer.
- Documents towards payment of tender fee and earnest money deposit (EMD) should be kept in the EMD cover only. First the EMD cover will be opened in the presence of the authorized representative of bidder and if the documents towards payment of tender fee and EMD are found in order then only cover containing technical bid will be opened first. All those who are found technically competent to carry out the job will be considered as qualified bidders and only their financial bid will be opened.

(9) BID PRICE:

The bidder shall quote in the appropriate schedule- B of bid form Rate for scope of the works as specified separately in the schedule-B (ON LINE).

(10) AMENDMENT TENDER:

- At any time prior to the deadline for submission of bids, UGVCL may, for any reason, whether at its own initiative or in response to a clarification requested by a respective bidder, modify the bidding documents by amendments.
- The amendment will be notified on Website. UGVCL will bear no responsibility or liability arising out of non-compliance of the same in time or otherwise.
- In order to afford prospective bidder's reasonable time in which to take the amendment into account in preparing their bids, UGVCL may at its discretion, extend the deadline for the submission of bids.
- Such amendments, clarification etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

(11) SUBMISSION OF TENDERS:

- The Bidders must ensure that all the schedules are completely filled in their tenders and the information called for is given in totality. A set of complete tender

Signature of Tenderer:		Company's Round seal
Date:	Place:	

documents is required to be submitted duly signed and stamped by authority competent to sign on behalf of bidder on each page as a token of unconditional acceptance to the conditions of various clauses of tender documents. The bidder's bid and the documents attached there to shall be considered for forming part of the contract documents.

- The outside of the envelope should also indicate clearly the **name of the Bidder and his address**. In addition the left hand corner of the envelope or container should indicate the specification Number and the bid opening date and time.
- The bids will be opened at the time and date set for opening of bids, in the presence of those bidders who are present. Bidder's authorized representatives (up to two persons) may attend the bid opening.
- The UGVCL reserves the right to reject any bid, which is not deposited according to the instructions, stipulated above.

The Price Bid is to be submitted ON LINE only whereas Techno-commercial Bid is to be submitted in both the forms i.e. On Line as well as Physical.

Note:- Bidders are requested to submit price – bid (Schedule- B) on-line only and not to submit the price bid in physical form. This is mandatory. If price bid is submitted in physical form, same will not be opened and only on-line submitted price bid will be considered for evaluation.

(12) REJECTION OF TENDER:

- The Bidders is expected to examine all instructions, terms, conditions, schedules and other details called for in this specification and keep himself fully informed about all which may, in any way, affect the work, or cost thereof. Failure to furnish the required information or submission of tender not as per the specification will be at the Bidders risk may result in rejection.
- The offer is liable to be out rightly rejected in case the bidding schedules are not filled and if the prices and particulars are not given in format prescribed in the tender documents.
- Further the offer is liable summarily rejected if it contains.
 - a) Deviation and contradictions to the terms and conditions specified in this tender.
 - b) Revision of prices or any commercial terms affecting the price after opening of technical bids shall not be considered and will be ignored.

(13) LANGUAGE OF THE TENDER:

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify a bid. In the event of any discrepancy in meaning, the English language copy of all documents shall govern.

(14) SIGNATURE OF BIDDER:

- The bid must contain the name, residence, address and place of business of the person or persons making the bid and must be signed and sealed by the bidder with his usual signature. The name of all persons signing should also be typed or printed below the signature.
- Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature (s) and designation (s) of the authorized partner (s) or other authorized representative(s).
- Bids by corporation/ company must be signed with the legal name of the corporation/ company by the President, Managing Director or by the Secretary or

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other person or persons authorized to bid on behalf of such corporation/ company in the matter.

- A bid by a person who affixes to his signature the word 'President', 'Managing Director' 'Secretary', 'Agent' or other designation without disclosing his principal will be rejected.
- Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- The Bidder's name stated on the tender shall be exact legal name of the firm.
- Erasures or other changes in the bid documents shall be over the initials of the person signing the bid.
- Bids not conforming to the above requirements of signing shall be disqualified.

(15) DOCUMENTS COMPRISING THE TENDER:

- The bidder should submit the required information asked in tender document
- Oral statements made by the bidders at any time regarding quality, quantity or arrangement of the materials or any other matter will not be considered.
- Standard catalogue pages and other documents of the Bidder may be used in the bid to provide additional information and data as deemed necessary by the Bidder
- The bidder shall also submit documentary evidence to establish that the bidder meets the qualification requirement

Technical Bid should contain in sealed cover:

1. Accreditation Certificate of firm showing that it is accredited with NABCB under QCI for ISO 9001:2015 certification with the date of validity of the certificate.
2. Experience certificate of bidder for having carried out certification or recertification to ISO 9001:2015, QMS of any large scale company with a copy of the certificate.
3. Office Address of the Office in Gujarat.
4. List of 5 ISO 9001:2015 Lead Auditors stationed in Gujarat. Names, Address of the office they are attached to and copy of certificate of lead Auditor.
5. Documents in support of Turnover criteria (Refer Qualifying Criteria No.1/5 of Note to Schedule-A)
6. Duly signed & stamped Schedule –A, Notes to Schedule – A, Unpriced Schedule – B, Schedule – C, Schedule – D&E, Annexure- I, II, III, IV& V.

(16) POLICY FOR BIDS UNDER CONSIDERATION

Bids shall be deemed to be under consideration immediately after they are opened and until such time official intimation of award/rejection is made by the UGVCL to the bidders. While the bids are under consideration, bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the UGVCL and/ or his employees/ representatives on matters related to the bids under consideration. The UGVCL, if necessary, will obtain clarifications on the bids by requesting for such information from any or all the bidders, either in writing or through personal contact, as may be necessary. Bidder will not be permitted to change the substance of the bid after the bid has been opened.

(17) EFFECT AND VALIDITY OF TENDER:

- The submission of any bid connected with these documents and specifications shall constitute an agreement that the bidder shall have no cause of action or claim,

Signature of Tenderer:		Company's Round seal
Date:	Place:	

against UGVCL for rejection of his bid. The UGVCL shall always be at liberty to reject or accept any bid or bids at his sole discretion and any such action will not be called into question and the bidder shall have no claim in that regard against the UGVCL.

- The bid should be kept valid for a period of 120 DAYS from the date set for opening of Technical bids.
- UGVCL may ask for extension in validity period. The bidder will be at liberty to accept it or not. In case bidder agrees to extend the validity period without changing his original offer, he will be required to extend validity period suitably.

(18) SCHEDULE PRICE BID:

- BIDDER is requested to offer the price in schedule-B. No partial work to be offered and if offered same will not be considered.
- The prices quoted shall be Exclusive of GST and the GST component should be clearly mentioned in the price breakup.
- GST shall be payable as per prevailing rules.
- The quoted price of the tender shall be firmed price.

(19) The bidder must apprise himself of the laws of the land & other local bodies, all other statutory requirements and abide by such laws/rules/ regulations concerning his works. Bidder will have to furnish the undertaking for the same. Any lapse on this account shall give the UGVCL right to penalize the successful bidder on its sole discretion and prosecution for which bidder shall be solely responsible.

(20) Change / variation Order:

During execution of the contract, UGVCL reserves the rights to increase or decrease the scope of services envisaged under the contract. Such increase or decrease in the scope of services shall be governed by the rates agreed under the contract.

(21) Unsatisfactory Performance/ Termination:

In the event of Contractor not being in a position to execute the contract or any part thereof, to the company's satisfaction, or any other similar reason, the company will be entitled to make alternative arrangements to complete the work at Contractor's costs, risks and responsibility and/or terminate the contract at its sole discretion, and claim damages as deemed fit by the UGVCL.

(22) In case due to any technical snag at bidders end or at service providers for e-tendering, the bidder could not submit their on line tender in prescribed time limit, UGVCL is not held responsible for the same and in that case UGVCL will not entertained any request / representation

(23) DD required is "CTS DD".

For and on Behalf of UGVCL

Chief Engineer (OP), UGVCL

Signature of Tenderer:		Company's Round seal
Date:	Place:	

PART – II
SCHEDULE – ‘A’

1	Tender no.	UGVCL/ISO 9001:2015/2018/
2	Description of Item	As per Schedule -B
3	Tender Quantity	As per Schedule -B
4	Estimated Cost	Rs. 6,00,000.00
5	Cost of Tender Document (Non- Refundable)	Rs. 500.00 + Rs.90.00 (GST @ 18%) = Rs.590.00
6	Earnest Money Deposit	Rs.7,500.00
7	Last Date of on-line submission of tender:	12.12.2018 up to...16.00 hrs.
8	Last Date of submission of physical tender and other relevant documents by Regd./ Speed Post at Corporate Office, Mehsana.	On or before 14.12.2018 up to 14.00 hrs
9	Scheduled date of physical opening of tender (EMD Cover, Tech. Documents)	18.12.2018...at...14.00 hrs.
10	Tentative Date of Opening of Price Bids of tech. qualified bidders.	28.12.2018...at...12.00 hrs.
Details of Tender Fee/Earnest Money Deposit paid by the Tenderer:		
1	Demand Draft No. _____ dated _____ On _____ Bank for Tender Fee Rs. 590.00	
2	Demand Draft No. _____ dated _____ Drawn on _____ Bank for EMD of Rs. 7,500.00	

Signature of Tenderer:		Company's Round seal
Date:	Place:	

NOTE TO SCHEDULE – A

Following important points pertaining to tender may be noted.

OBJECTIVES:

UTTAR GUJARAT VIJ COMPANY LIMITED is one of the pioneer Power Distribution Utilities in India in the Electricity Industry. Incorporated under the Companies Act, 1956 in Sept-2003 as a result of unbundling of erstwhile Gujarat Electricity Board pursuant to Power Sector Reforms initiated by the Central and State Governments, the Company became commercially operational since April-2005. The Company is a wholly-owned subsidiary of Gujarat Urja Vikas Nigam Limited (A Govt. of Gujarat Undertaking).

The Main Object to be pursued in terms of the Memorandum of Association of the Company is: To undertake the electricity sub-transmission distribution and retail supply in the State of Gujarat or outside the State and for this purpose to plan, acquire, establish, construct, erect, lay, operate, run, manage, maintain, enlarge, alter, renovate, modernize, work and use a power system network in all its aspects and also to carry on the business of purchasing, selling, importing, exporting, wheeling, trading of electrical energy, including formulation of tariff, billing and collection thereof and then to study, investigate, collect information and data, review operations, plan, research, design and prepare project reports, diagnose operational difficulties and weaknesses and advise on the remedial measures to improve and modernize existing sub transmission and supply lines and sub-stations.

With a Vision to be World Class Electricity Utility striving for social and economic development of the assigned region with a mission of 'Consumer Satisfaction through Service Excellence', the Company operates through the network spread over 49,950 Sq. Kms. covering six full districts in northern region of Gujarat and three part districts in western and central areas.

The Company serves more than 35 Lac consumers of various categories, such as residential, commercial, industrial, agricultural and others, through 139 Sub Division Offices (including SDO/SO/REC/Constr./Pole factory location) and 21 Division Offices throughout its operational area divided into 04Circles. The business affairs are managed/taken care of by Corporate Office, presently headquartered at Mehsana. The operations are managed by more than 8,775 employees.

Engaged in the business of distribution of electricity in the northern parts of the State of Gujarat. UGVCL distributes and supplies power to various categories of consumers through a network of approximately 5500 feeders with 99266Ckms. of HT Lines, 71910Ckms. of LT Lines and 457 Sub Stations with 2,56,621 number of step-down transformers for feeding power to consumer-end.

UGVCL has been the winner of National Awards, a Gold Shield and a Bronze Shield; India Power Awards for four consecutive years, IEEMA Power Award-2008 in the Category: Excellence in Rural Electrification, ICWAI Awards and various other awards of national repute.

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UGVCL is a pioneer company for Special Design Transformers, accredited with ISO 9001:2008 Standard for 'Management and Enhancement of Electricity Distribution Operations', and the Company's Hi-Tech Meter Testing Laboratory is accredited with National Accreditation Board for Testing and Calibration Laboratories, the first among State DISCOMs.

UGVCL implemented Quality Management System since beginning of its operations and got its QMS, ISO 9001 certified in the year 2008. Since then UGVCL has completed three cycles of ISO 9001 certification. In the third cycle of QMS certification UGVCL is ISO 9001:2008 certified up to 22nd December, 2017 and as ISO 9001 has gone under major revision 2015, UGVCL is intending to migrate to ISO 9001:2015 in the 4th Cycle of certification of QMS. UGVCL has its own team of Internal Auditors, trained to audit the QMS in conformity with ISO 9001:2015. UGVCL has a single certificate for all locations (Corporate Office, Circle Offices, Division Offices, Sub Division Offices, EMC Office and ALDC Office).

The company presently intends to invite tenders for the work of Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for Sub Division, Division, Circle, EMC, ALDC and Corporate Office of UGVCL for the scope, "**Electricity supply service in Northern Gujarat region on desirable, feasible and viable terms and conditions, meeting applicable statutory and regulatory requirements**", issuance of Certification and yearly surveillance audits for two years for Single Certificate for all the 167 locations as indicated in **Annexure-II**.

The list of all 167 locations with postal address of all locations and approximate employees at each location is enclosed as **Annexure-II**.

It may be noted that the term of the contract period shall be initially **for a period of (3) Three years** only and the same can be extended for a further period of Three Years on satisfactory completion / performance of work at the discretion of UGVCL.

1) Qualifying Requirement of the Bidder:

1. It should be a registered institute/organization under companies act.
2. The auditing agency shall be a firm accredited with NABCB under QCI as per the requirements of ISO 9001:2015. This shall be supported by the documentary evidence in the form of accreditation certificate with date of validity.
3. The auditing agency shall have experience of carrying out 50 nos. of certification / recertification audits under ISO 9001:2015 of any Central/State Government Departments preferably working in the areas of Public Utility in India. Documentary evidence shall be provided in this regards.
4. The agency should have an office in Gujarat, the address of the same has to be provided.
5. The agency shall have at least 20 lead auditors for ISO 9001:2015 stationed in Gujarat so that complete audit of sample locations is completed in time bound schedule.

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6. The Annual Turnover / Income (in India) of the firm should not be less than Rs.2 Crore (Rupees Two Crore) in any one of the last three financial years i.e. F.Y 2014-15, 2015-16 and 2016-17. The balance sheet and Profit & Loss a/c for the same has to be attached with the tender duly certified by Chartered Accountant. Bidder must have GST (Goods and Service Tax) registration number.
- i) The bidder should not be black-listed/ceased by any company or subsidiary company of GUVNL or any PSU. Undertaking to this effect is required to be attached with the Technical Bid as per **Annexure-III** of tender.
 - ii) The CB should have been in operations in India for a period of at least previous 5 financial years. Any authentic evidence towards this needs to be provided.
 - iii) The CB must have valid GST and Income Tax registration No. (GST & PAN). Necessary proofs to be provided.
 - iv) The CB should have local IAF MLA (Multilateral Recognition Agreement) registered accreditation (NABCB) available for "POWER GENERATION & SUPPLY" for QMS:2015. Certificate or schedule from NABCB to be provided by the CB as an evidence.
 - v) The legal Indian entity of the CB (the CB should not be a franchisee) should be at least FIVE years old for Management System Certifications in India. CB to provide appropriate authentic evidence for this.
 - vi) The offer of the Bidders not satisfying any of the above criteria are likely to be rejected. The Bidder should possess the entire qualifying requirement mentioned above. The Bidder shall not be allowed to form consortium to meet the qualifying requirement.
 - vii) Apart from above condition, bidder has to fulfill all the conditions mentioned in **Schedule – D&E** and at any page of tender.

2) SCOPE OF WORK:

The Scope of work will include following:

2.1 Certification audit in conformity to ISO 9001:2015 at the auditee's premises in order to verify conformance between the system as documented and implemented.

2.2 Issue of the certificate of conformity for **ISO 9001:2015**, including Registration; On certification, certificate of conformity bearing certificate number and the accreditation mark of the applicable accreditation authority, and duly signed shall be issued upon acceptance of the system documentation and when audit results prove that the implementation of the system is in accordance with the applicable standards and that nonconformities are cleared to the satisfaction of the auditor. **The certificate shall be given with validity period of three years, subject to the continued fulfillment of certification conditions.**

2.3 Two Yearly periodic surveillance audits for **retention of certificate of conformity to ISO 9001:2015 for UGVCL Corporate office and other locations:** The auditor shall perform **yearly**

Signature of Tenderer:		Company's Round seal
Date:	Place:	

periodical surveillance audits of the certified management system according to the periodic audit plan in order to ensure that the system and its implementation are being maintained. The periodic audits shall be performed annually. The minimum number of man days for each periodic audit shall be minimum required for certification to be retained and number of locations and man days should be mentioned.

2.4 Total staff strength at UGVCL Corporate and other unites of UGVCL (Total 167 locations) is approx. 8775 (Eight thousand Seven Hundred Seventy Five only).

2.5 The auditor shall act as an independent facilitator and audit in reference to **ISO 9001:2015** standards. The auditor has to visit UGVCL Corporate Office and other offices as per requirement of certification and carry out detailed Re-Certification audit/Periodic audit of operations, premises and related documents and its conformance with the standard requirements.

2.6 **Corrective action follow-up audit:** Follow-up visits, **if required**, in order to follow-up corrective action, if major nonconformities are reported during Initial or Periodic Surveillance audits requiring additional visit. The auditor may follow-up for the nonconformities identified during the audit, if any, and proposed corrective / preventive actions or both. Depending upon the nature and degree of the nonconformities, a time scale will be specified by UGVCL Corporate office for implementation of the corrective actions, if not immediate. The auditee shall be requested to confirm and document that the agreed corrective actions have been fully implemented. Then the follow-up audit may be carried out to verify the implementation or verification may be carried out in sub sequent audits.

2.7 Prior to the commencement of audits, the auditor shall provide the time schedule and assessment plan, including the dates and departments for the execution of the audit and the same shall be finalized and mutually agreed with the SE (RE), UGVCL Corporate office.

2.8 In case of any change in the schedule, either by UGVCL or by the auditor, the revised schedule shall be mutually agreed and the auditor shall execute the work as per the agreed schedule and assessment plan.

2.9 The certificate of conformity with its appendices (on re-certification) shall contain the following information:

- 2.9.1 Certificate number with accreditation details,
- 2.9.2 Name, location of the UGVCL covered under certification,
- 2.9.3 Applicable standards,
- 2.9.4 Product or service range to be covered by certification,
- 2.9.5 Period of validity,
- 2.9.6 Conditions of certification,
- 2.9.7 Conditions and regulations for the use of the certificate / certificate marks.

Signature of Tenderer:		Company's Round seal
Date:	Place:	

2.10 On completion of the audits, the auditor shall submit the **report of audit** with summary of assessment and shall categorize all the non-conformities and shall report any observations, noteworthy efforts and improvement opportunities found during the audit.

2.11 The auditor is expected to provide the guidance, if required.

2.12 The **definitions** of the audit findings shall be as under:

1. **Major or Category ONE Non-conformity:** A total lapse of an applicable requirement of the above standards, as it has not been documented and considered critical to the operation of the management system, OR, A total lapse of a requirement of own system / the standard, although having been correctly interpreted and documented, as it has not been implemented and considered critical to the operation of the management system, OR, an accumulation of category TWO nonconformities within a requirement of own system / standard.
2. **Minor or Category TWO Non-conformity:** A minor lapse in either discipline or control, of a requirement of own system / standard.
3. **Observation:** A statement of concern by the auditor, which does not allow itself to be recorded as non-conformity, but which should be investigated. It is possible that a non-conformity may arise if observation is not fully investigated.
4. **Noteworthy effort:** A statement made by an auditor based on his experience and knowledge, and understanding that the organization obtained results better than average.
5. **An Opportunity for improvement:** A statement made by an auditor based on his experience and knowledge, and understanding that there is room for improvement on effectiveness and / or efficiency.

2.13 **Publication:** The UGVCL holding the certificate of conformity shall publish the certificate of conformity with the logo of the auditing agency / accreditation authority or by means of complete copy of the actual certificate, after conformation from the auditor.

2.14 **Suspension or Cancellation of Certificate:** The certificate may be suspended if the requested corrective actions are not performed within agreed time limits. On fulfillment / completion of corrective actions, the suspension shall be removed by notifying the certificate holder that the certificate has been reinstated. The certificate may be cancelled if the certificate holder does not wish to prolong the agreement. The auditor shall withdraw / cancel the certificate by informing the certificate holder in writing.

2.15 This audit must add value for money spent on it.

2.16 The SE (RE) UGVCL Corporate office will be the coordinator for the above audit.

Signature of Tenderer:		Company's Round seal
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2.17 If work is found unsatisfactory during the currency of the contract, the auditor shall promptly mobilize additional personnel for ensuring proper progress and timely completion of the Audit and post verification under the contract at no extra cost to UGVCL.

2.18 The auditing agency has to observe General Safety rules / Norms.

The quantity mentioned in **Schedule - B** is approximate. The payment will be made as per the actual work carried out.

3) TERMS AND CONDITION:

The tenderers should thoroughly read all the following clauses before submitting their tender. The original copy of the Tender documents including **Schedule – A**, Notes to Schedule – A, Unpriced Schedule – B, Schedule – C, Schedule – D, Schedule – E, Annexure-I,II, III, IV& V duly signed, stamped with company’s seal must be submitted along with the bid.

i) PRICE EVALUATION:

No price preference shall be given on any account. All tenders will be evaluated on firm price end cost basis i.e. including all taxes, unless otherwise mentioned in the tender documents. The tenderers however will have to give the detailed break-up of the end cost. If UGVCL feels that there is lack of serious competition or any other reasons, UGVCL may negotiate with the L-1 bidder or re-invite the tender. UGVCL’s decision shall be final and binding on all the tenderers.

ii) IMPORTANT :-

The technical bid should be submitted along with separate EMD + tender fees cover in the respective envelopes and super-scribed accordingly (Duly sealed) so as to reach this office not later than **16:00 hrs** on due Date as specified in the tender notice through RPAD/Speed post only. **Tenders sent through courier / submitted in person / by e-mail etc. shall not be accepted and are liable to be rejected out rightly.**

Please note, that any bid, technical bid and Telegraphic or short offers / bids received after the due date and time will not be accepted and the offer will be ignored out rightly. **NO LATE TENDER / DELAYED TENDER SHALL BE CONSIDERED.**

4) VALIDITY OF THE OFFERS:

The offer will have to be kept valid for a period of 120 days from the date of opening of technical bids. In case finalization of the tender is likely to be delayed, the tenderer will be asked to extend the same without change in the prices or any terms and condition of the offer. If any change is made during the original or extended validity period, the offer will be liable for outright rejection without entering in to further correspondence in this regard and no reference will also be made.

5) MANPOWER :

Signature of Tenderer:		Company’s Round seal
Date:	Place:	

- i) All manpower deployed by the bidder should be suitably qualified and trained for the job intended to be performed by them.
- ii) The deputed manpower should be extremely polite with consumers and should be able to address consumer grievances about bills issued.

6) PRICES:

Prices quoted shall be FIRM. However, any statutory increase or decrease in the taxes and duties subsequent to suppliers offer if it takes place within the original contractual delivery date will be to UGVCL's account subject to the claim being supported by documentary evidence. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to UGVCL.

The total price / fees for carrying out audits shall be as per the Schedule –B.

- The rate quoted should be inclusive of travel expenses for services detailed in technical scope. Lodging and boarding shall be provided free of cost by UGVCL.
- The price for entire scope of services under this contract is on firm price basis only.
- UGVCL will not bear any additional expenditure, whatsoever on this account except Change in tax. Taxes shall be payable as applicable.

7) SECURITY DEPOSIT:

(a) Within 15 days of receipt of **LOI/LOA** from the UGVCL, the successful bidder, to whom the work is awarded, shall be required to furnish a security deposit or an amount equal to 05% (Five percent) of the total contract price towards successful performance of the contract in accordance with the terms and conditions specified therein. The amount will be paid in DD payable at Mehsana or bank guarantee. The bank guarantee shall be valid up to 45 days after the completion of the entire contract work. The work order will be issued only after receipt of performance Guarantee (SD).

(b) The performance guarantee will be returned to the bidder without any interest after 45 days of the completion of contract period.

(c) Bank Guarantee issued by following banks will be accepted as Security Deposit. Bank Guarantees shall be valid up to 45 days after the completion of the entire contract work.

Bank Guarantees issued by following banks will be accepted as Performance Guarantee (PG) for execution period.

1. All Nationalized Banks including the Public Sector Bank - IDBI bank Ltd.
2. Private sector banks - Axis Bank; ICICI bank and HDFC bank

BG issued by Banks other than above will not be accepted.

Signature of Tenderer:		Company's Round seal
Date:	Place:	

Note: Above given list of banks will be altered as per GR No issued by Finance Dept., GOG for year 2017-2018.

8) PAYMENT TERMS:

The invoices in quadruplicate in the name of Uttar Gujarat Vij Company Limited duly signed by concern senior officer is submitted to SE (RE), UGVCL for verification & certification who will submit the bill to the Dy. CAO, Bills, Account section, R&C Office, UGVCL on satisfactory completion of related activity. Dy. CAO, Bills, Account section, R&C Office, UGVCL after receiving bills will arrange the payment through RTGS/NEFT. All payments for the aforesaid assignment shall be made to the agency in Indian Rupees after 30 days from receipt of the Invoice through RTGS/NEFT.

The payment shall be made for the actual work done only. TDS will be deducted as per applicable rate.

9) TAXES AND DUTIES:

1. UGVCL's GSTIN Registration Nos. is as under;
GSTIN :- 24AAACU6551F1ZI
2. The bidder shall be liable and responsible for payment of all taxes as attracted under the Provisions of the law.
3. "In case any tax or duty is newly introduced by the Government applicable for this contract with effect from the next day of the date submission of the bid and if the contractor is required to pay new tax or duty, then the owner shall reimburse the contractor the new tax or duty so paid by the contractor against submission by the contractor of documentary evidence to the satisfaction of the owner."
4. At the time of payment, statutory deduction will be made as per applicable rules and rates for TDS, Cess etc. All other statutory liabilities towards contract will be on the part of contractor.
5. Before quoting, the bidder may ascertain from the concerned tax authorities of Government the applicability of GST and Cess, etc. in respect of this work. No separate claim in this regard will be entertained by the UGVCL, as it is the responsibility of the Bidder to pay all these taxes.

6. Goods and Service Tax (GST):

The F.O.R. Destination prices are excluding GST and Cess as applicable which will be paid extra on a given taxable goods and/or services within the original contractual delivery period. The amount of GST/ and Cess as applicable should clearly be indicated separately. (GST/Cess means all applicable Tax/Cess under GST Laws. GST Laws means IGST Act, GST (Compensation to the State for Loss of Revenue)Act, CGST Act, UTGST Act and SGST Act, 2017 and all related ancillary legislations).

You shall have to submit a C.A Certificate & duly authorized Signatory of successful bidder, certifying that you have not claimed Refund of any applicable GST/ and Cess, charged to COMPANY or shall not claim any such Refund, on a future date, from the concerned Authorities and if, any Refund, in respect of such GST/ and Cess, is claimed by you, it will be

Signature of Tenderer:		Company's Round seal
Date:	Place:	

immediately passed on to the COMPANY, without /COMPANY making any specific Claim, for the same, either from the Department or from you.

The offers having price INCLUSIVE OF GST and Cess is likely to be rejected if the rate of GST and Cess is not mentioned clearly unless the bidder has opted for Composition Scheme under GST Act, which should be clearly indicated in the price bid. /COMPANYL may at its discretion consider such offer with presumption of highest applicable rate of GST/Cess prevailing when the price quoted is inclusive of GST and Cess.

If the Supplier/Contractor has opted for the Composition scheme of GST, the same must be clearly specified with valid Declaration & Certificate from Department. In the event of withdrawal/cessation of the Supplier from Composition scheme during the tenure of the contract, the rate mentioned in the price bid shall be final and any additional GST will have to be borne by the tenderer. In no case additional amount towards tax or otherwise will be paid / reimbursed to supplier/contractor. Further Statutory Variation clause will not be applicable in case of Supplier / Contractor has opted for Composition Scheme under GST.

Supplier/Contractor should charge GST in Invoice at the rate as agreed to mention in acceptance of tender only and any deviation in the same shall not be accepted. Further, any additional liability of GST (later on due to wrong mentioning of GST rate, mis-interpretation of HSN/SAC Code, etc.) over and above as charged in the invoice shall be borne by the Supplier/Contractor. However, any refund received by the supplier / contractor on account of GST charged from the company; such refund shall have to be passed on to the company, along with interest if any. Such refund along with interest needs to be passed on suo-moto by the supplier / contractor.

Further, the Company has a right to recover the amount of GST along with penal interest at the rate of 15% per annum if GST charged is not paid / short paid to the government or fail to upload the details or uploads inaccurate particulars on GSTIN portal by the Supplier /Contractor within the stipulated time limit.

In case, Govt. revises the rate of GST rate / Code during the tenure of the contract, the provision of GUVNL's statutory variation clause shall apply.

INPUT TAX CREDIT BENEFIT

In the event of any statutory increase in the rate of Input Tax Credit and / or due to inclusion of any other additional item of their inputs / input services under the ambit of the Input Tax Credit provisions under the GST Act, subsequent to the date of submission of the offer, the same should be passed on to COMPANY and you should inform such changes to COMPANY from time to time

10) STATUTORY VARIATION:

Any statutory increase or decrease in the taxes and duties subsequent to your offer if it takes place within the contractual period will be to UGVCL account subject to the claim being supported by documentary evidence. However if any decrease takes place after contractual delivery period the advantage will have to be passed on UGVCL.

11) PENALTY:

Signature of Tenderer:		Company's Round seal
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- a. Any delay will attract penalty @0.5% of the contact value per week or part thereof up to a max. 10% of the contact value.
- b. For calculating the delayed portion, date of actual completion of work shall considered.

12) POST TENDER CORRESPONDENCE/ENQUIRIES:

Any correspondence or enquiry subsequent to opening of technical and commercial bids is not desirable. If the same is indulged into, it will be considered for disqualifying the tender. The tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any officer of UGVCL, as otherwise the same would also amount to disqualification of the tender.

13) CONTRACT PERIOD:

The term shall be initially be for a period of (3) three years and can be extended for further period of another 3 years on satisfactory completion / performance of work at the sole discretion of UGVCL. However, UGVCL also reserves the right to cancel the contract by giving one month notice.

14) COMPLIANCE OF LAW:

The successful bidder will certify that he has complied with provision of industrial & labour Laws including PF Act; ESI Act etc. as may be applicable and submit the relevant documents while submitting monthly bills to the sub-division. The special terms and conditions as per Schedule 'D' and General terms and conditions of contract as per Schedule 'E' needs to be complied by the agency.

15) FORCE MAJEURE:

Due consideration will be given for waiver/levi of penalty only for the reasons absolutely beyond suppliers control (e.g. Force Majeure conditions as laid down in the DGS &D, clause reproduced hereunder) for which documentary evidence will have to be provided.

The request for extension in delivery giving reasons and supporting documents shall have to be made within one month on completion of the supply only.

The request made after one month on completion of the supply shall not be entertained and rejected out rightly without any correspondence.

No request for waiver/levy of penalty will be entertained /reviewed during execution of order.

"If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes lockouts or acts of God (hereinafter referred to as event)", then provided notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence there of neither party shall by reason of such event be entitled to terminate this contract nor shall either party shall have any claim for damages against the other in respect of such non-performance of delay in performance, and deliveries under the contract shall be resumed as soon as practicable after

Signature of Tenderer:		
Date:	Place:	
		Company's Round seal

such event has come to end or ceased to exist, and the decision of the Managing Director as to whether the deliveries have been so resumed or not shall be final and conclusive.

Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the Managing Director of the UGVCL, which shall be final, all unused undamaged and acceptable materials brought out components, and stores in course of manufacture in the possession of the Contractor at the time of such termination or such portion thereof as the Purchaser may be deem fit excepting such materials, brought out component and stores as the contractor may with concurrence of the Purchaser elect to retain”.

16) EVENT OF DEFAULT & CONSEQUENCES :

- (a)** If the bidder is not executing the works in accordance with the contract or is neglecting to perform his obligations, there under, as seriously, to affect the program for carrying out of the works, the Engineer-In-Charge may give notice to the bidder requiring him to make good such failure or neglect.
- (b)** If the bidder :
 - (i)** Has failed to comply within a reasonable time.
 - (ii)** Assigns the contractor subcontracts the whole of the works without the Engineer-In-Charge’s written consent, or
 - (iii)** Becomes bankrupt insolvent, has a receiving order made against him or compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors or goes into liquidation.
- (c)** The employer shall, as soon as possible after such termination, certify the Value of the works and all sum then due to bidder as at the date of termination.
- (d)** The Engineer-in-Charge shall not be liable to make any further payment to the bidder until the works have been completed. When the works are so completed, the employer shall be entitled to recover from the bidder extra cost, if any, of completing the work allowing for any sum due to the bidder. If there is no such extra cost, the Engineer-In-Charge shall pay any balance due to the bidder.
- (e)** The bidder’s liabilities shall immediately cease when the employer expels him from the site without prejudice to any liabilities there under that may have already accrued.
- (f)** If the bidder is not able to complete the work order / part of the work order for any reason and the work order is forced to be closed prematurely by the Engineer-in-charge, the bidder shall be

Signature of Tenderer:		Company’s Round seal
Date:	Place:	

put in to “No deal with UGVCL” for period of minimum two years from the date of order of no deal.

17) SETTLEMENT OF DISPUTES:

- (a) Any disputes or differences arising out of or in connection with the contract shall, to the extent possible, settled amicably between the parties.
- (b) If any dispute or difference of any kind whatsoever shall arise between the UGVCL and the bidder during the performance of the works whether during the progress for the work or after its completion or whether before or after the termination, abandonment or breach of the contract, it shall, in the first place, be referred to and settled by the empowered officer to be appointed by the UGVCL, who within a period of Thirty (30) days after being requested by either party to do so , shall give written notice of his decision to the UGVCL and the bidder.
- (c) Unless as herein after provided, such decision in respect of any matter so referred shall be final and binding upon the parties until the completion of the works and shall forthwith be given effect to by the bidder who shall proceed with the works with all due diligence, whether he or the Engineer-In-charge required arbitration as hereinafter provided or not.
- (d) If after the Empowered officer has given written notice of his decision to the parties, and no claim to arbitration has been communicated to him by either party within thirty (30) days from the receipt of such notice, the said decision shall become final and binding on the parties.
- (e) In the event of the Empowered officer failing to notify his decision as aforesaid within thirty (30) days after being requested aforesaid, or in the event of either the owner or the bidder being dissatisfied with any such decision, or within thirty (30) days after the expiry of the first mentioned period of Thirty (30) days, as the case may be, either party may require that the matter in dispute be referred to arbitration as hereinafter provided.
- (f) **JURISDICTION:** All above conditions are subject to Mehsana jurisdiction.

18) INSURANCE:

The bidder shall insure against liability to third parties for any death or personal injury and loss of or damage to any physical property including the property of the UGVCL other than the works arising out of the performance of the contract and occurring before the issue of the last defect liability certificate. Such insurance shall be taken before the bidder begins any work on the site. UGVCL is not at all responsible for any type of claim of the bidder or by his employees etc.

19) ARBITRATION

All matters, question, disputes, differences and / or claims arising out of and / or concerning and / or in connection and / or in consequences or relating to this contract whether or not obligation of either of both parties under this contract be subsisting at the time of such dispute and whether or

Signature of Tenderer:		Company's Round seal
Date:	Place:	

not this contract has been terminated or purported to be terminated or completed, shall be referred to the Arbitrator nominated by the Managing Director of the Company which will be binding on the agency. The award of the arbitrator shall be final.

20) AGREEMENT:

As per company's rule an agreement on stamp paper of appropriate value is to be done in the prescribed form as per **ANNEXURE-I** within 15 days from the receipt of the LOA/LOI. The conditions, specifications, price-schedule and contract work booklet are to be signed by the bidder. The agreement will be done at concerned circle offices.

21) DETAILS OF LOCATIONS, CORPORATE OFFICE, CIRCLES, DIVISIONS AND SUB-DIVISIONS :

The details of audit locations along with approximate number of employees are indicated in statement attached as **ANNEXURE-II** & the Price Bid format is indicated in Schedule-B.

Chief Engineer (OP)
UGVCL, Corporate office, Mehsana

Signature of Tenderer:		Company's Round seal
Date:	Place:	

SCHEDULE – ‘B’

FINANCIAL PROPOSAL

(PRICE-BID)

PRICE-BID FOR 3 Year Cycle of External Audit and Certification of QMS implemented at UGVCL in conformity with ISO 9001:2015.

To,
The Chief Engineer (Operation),
Uttar Gujarat Vij Company Limited,
Regd. And Corporate Office, Visnagar Road,
Mehsana – 384001, Gujarat.

Sub: Financial proposal for the work of Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years.

Sir,

1. With reference to your Tender Document No.dated for the work of Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years based on meeting the eligibility criteria.
2. Our financial quote is as below:

Sr. No.	Description	Unit	Qty	Rate (INR)	Amount excluding GST (INR)
1	(I)Cost of registration & issuance of Single ANAB/UKAS/NABCB Accredited Certificate of Approval for all location (167 Locations) and (II) Cost of Certification Audit inclusive of all necessary pre-audits.	Set	1		
2	Cost of first surveillance audits @ 12 & 24 Months interval.	Nos.	2		
Total Amount (INR) excluding GST					

REMARKS:

Signature of Tenderer:		Company's Round seal
Date:	Place:	

1). I/We agree to provide service as noted above at the rates herein tendered by me/us subjected to the condition of tender and provide the service as per tender inquiry which I/We have carefully read and which I/We thoroughly understood and to which I/We agree.

2). I/We here by agree to keep this offer open for 120 days after the date of opening of technical bids of the tender and shall be bound by Communication of acceptance dispatch within the prescribed time.

3) GST Will be paid extra on above offered rate.

PLACE:

DATE:

SIGNATURE OF TENDERER & ROUND SEAL

Chief Engineer (OP)
UGVCL, Corporate Office, Mehsana

Signature of Tenderer:		Company's Round seal
Date:	Place:	

Schedule – “C”

(On Certification Agency Letter Head)

TECHNICAL PROPOSAL

To,
The Chief Engineer (Operation),
Uttar Gujarat Vij Company Limited,
Regd. And Corporate Office, Visnagar Road,
Mehsana – 384001, Gujarat.

Sub: Technical proposal for the work of Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years.

Sir,

With reference to your Tender Document No.dated for the work of Carrying out QMS, ISO 9001:2015 Certification, Single Certificate Audit for all Sub Division, Division, Circle and Corporate Office of UGVCL, issuance of Certification and yearly surveillance audits for two years based on meeting the eligibility criteria.

Sr. No.	Eligibility Criteria	Yes/No	If yes, details of documents attached
a.	Brief description about the Certification Agency		
b.	Eligibility Criteria		
	<ol style="list-style-type: none"> 1. It should be a registered institute/organization under companies act. 2. The auditing agency shall be a firm accredited with NABCB under QCI as per the requirements of ISO 9001:2015. 3. The auditing agency shall have experience of carrying out 50 nos. of certification/recertification audits under ISO 9001:2015 of any Central/State Government Departments preferably working in the areas of Public Utility in India. 4. The agency should have an office in Gujarat, the address of the same has to be provided. 5. The agency shall have at least 20 lead auditors for ISO 9001:2015 stationed in Gujarat so that complete audit of sample locations is 		

Signature of Tenderer:		Company's Round seal
Date:	Place:	

	<p>completed in time bound schedule.</p> <p>6. The Annual Turnover / Income (in India) of the firm should not be less than Rs. 2 Crore (Rupees Two Crore) in any one of the last three financial years i.e. F.Y 2014-15, 2015-16 and 2016-17.</p> <p>7. The CB should have been in operations in India for a period of at least previous 5 financial years.</p> <p>8. The CB must have valid GST and Income Tax registration No. (GST & PAN).</p> <p>9. The CB should have local IAF MLA (Multilateral Recognition Agreement) registered accreditation (NABCB) available for "POWER GENERATION & SUPPLY" for QMS:2015.</p> <p>10. The legal Indian entity of the CB (the CB should not be a franchisee) should be at least FIVE years old for Management System Certifications in India.</p>		
c.	Approach		
d.	Methodology		
e.	Work Plan and Schedule		
f.	Team Size		
g.	Detailed Resume of the Team leader and Team members of the Certification Agency (with copies of certificates to support qualifications)		

Further, I hereby certify that:

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender Document are acceptable to me and I have not taken any deviation to any clause.

4. I further confirm that any deviation to any clause of Tender Document found anywhere in my bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the UGVCL.

PLACE:

DATE:

SIGNATURE OF TENDERER & ROUND SEAL

Note: In absence of above declaration/certification, the Tender Document response is liable to be rejected and shall not be taken into account for evaluation.

Signature of Tenderer:		Company's Round seal
Date:	Place:	

SCHEDULE – ‘D’

SPECIAL TERMS AND CONDITIONS:

APPOINTMENT ORDER:-

The Agency shall provide the personnel meeting with the Company requirement as shown herein and the Agency will have to furnish a copy of appointment order issued, by them to the individual as and when deployed for the assignment of the Company.

The Contractor should certify the Character and criminal records, if any, of all personnel at the time of engaging within one month.

1. All the persons engaged by Contractor shall be on the Contractor's Payroll and the Contractor shall have to disburse wages through Banks to the personnel engaged as per prevailing rates applicable to various categories. The Contractor should also indicate the names along with the wages paid to them and submit one copy of the payment sheet and Xerox Copy of the Register as proof for record.
2. The Company shall be at liberty to deny the entry to the Contractor's person / persons in the premises of the Company if there is complaint against person / persons for whatever reason including non-integrity, misconduct, non-committing, misbehavior displayed, and in that case, such type of person / persons should be withdrawn immediately from Company's assignment on written request from the Authorized Officer of the Company.
3. The Company shall not be liable to pay any charges other than agreed upon in this Contract. Weekly off reliever or substitute or overtime or any kind of financial burden will not be paid by the Company whatsoever it may be. All such payments as per statutory provisions of the Act should be borne by the Contractor, if the Contractor engages any personnel for more than eight hours on any day, no any escalation will be paid by the Company.
4. The Contractor shall deploy his staff as per requirement, which may vary from time to time.
5. All other general terms and conditions of the Company's General Terms & Condition of contracts shall be applicable to this contract also.
6. The Contractor should provide copies of appointment order of personnel engaged for the said work before starting the contract activity.
7. The Agency shall provide full information, to the Company of the personnel to be deployed, which shall include:-
 - i. Self-attested photo copy of PAN Card / any other Photo identity card issued by Government authority;
 - ii. Full name
 - iii. Details of his native place with proof of address;
 - iv. Bank **Account** Number; &

Signature of Tenderer:		Company's Round seal
Date:	Place:	

v. Education Qualification.

8. (a) The contractor shall be responsible for proper behavior of the persons employed by him and exercise control over them. He shall also be bound to prohibit and prevent his employees for taking any direct or indirect interest and/or support, assistance, maintaining or helping any person or persons engaged in any anti-social activities, demonstrations, riots, agitations, which may in any way be detrimental or prejudicial to the interests of the Company community, proprietors or occupiers in the neighborhood. In such events the Contractor not jeopardize the interest of the Company in any manner and the Company shall be indemnified by the Contractor against any consequential claims, actions, suits, proceedings, loses or damages on any grounds whatsoever. The Contractor shall be solely responsible and liable by his personnel, which may lead to any proceedings in the Court of Law against the Company or claim for payment of damages / loss of property of any citizen.
- (b) All persons of the Contractor entering in the work premises shall be properly and neatly dressed while working in the Company premises, including work site.
9. Any failure on the part of the Contractor at any time of enforcement of strict observance of the performance of any of the terms and conditions of this Contract, exercise of any rights mentioned in the contract, shall not constitute a waiver of such terms and conditions of rights and shall not affect or deprive the Company of exercising the same at any later date.
10. The Contractor employing more than ten workmen on any day of the preceding six months at contract labour shall be required to obtain requisite License at his cost from the appropriate Licensing Officer before undertaking contract work. The Contractor shall be solely liable and responsible for short compliance with the requirements under the Contract Labour (Regulation and Abolition Act) 1970 and Rules therein.
11. The Contractor shall not be liable in any respect for damages or compensation for any injury or for any occupational disease particular to the employment to any person engaged throughout the contract and the Contractor shall keep the Company indemnified thereof by obtaining insurance of personnel.
12. In case of any default in respect of work in accordance with the requirements specified by the Officer in charge, the Company will have the right to complete the required work from other sources at the risk and the cost of the Contractor or terminate the contract and forfeit the Security Deposit etc. The Contractor shall be liable to the Company for all consequential losses / damages additional expenses etc. incurred by the Company on account of breach of contract
13. The agency will not be allowed to sub-let the work / contract to any other agency or firms.
14. For any reasons whatsoever and of which the Company shall be sole judge, the Company may terminate this contract by giving the Notice of ONE MONTH and the Contractor and his personal shall vacate the site / work place on the expiry of such period. In the event of such termination of contract, the Contractor shall be paid, for all the work executed up to the period of termination, including refund of Security Deposit, subject to deduction of any dues penalties, other recoveries etc. within a period of two months at the direction of the officer in-charge

Signature of Tenderer:		Company's Round seal
Date:	Place:	

15. Contractor shall exclusively be liable for non-compliance of any Acts, Laws, Rules and Regulations having over engagement of workers directly or indirectly or execution of work and Contractor hereby undertakes to indemnify the Company against all actions, suits, proceedings, claims, losses, damages etc. which may arise under Payment of Wages Act, Workmen's Compensation Act, Fatal Accident Act, Employees Provident Fund Act, Family Pension Scheme, Deposit Linked Insurance Scheme, or any other Act or statue herein not specifically mentioned, but having direct or indirect application for the persons engaged in this contract.
16. During the period of contract, Contractor himself or his authorized representative shall be required to remain present at site, so that he can be contacted in case of emergency.
17. Contract has to produce attested copies of the following documents in the name of the Agency issued by the Competent Authority.
 - i) Registration Number.
 - ii) Provident Fund Code Number.
 - iii) Income Tax Number
 - iv) Professional Tax Number.
18. Contractors should possess PF Code Number in the name of the Agency. Contractor who does not possess PF Code will not be considered for acceptance of Tender.
 All other general Terms and Conditions of the Company, Agreement shall be applicable to this Contract also. During the tenure of the order, the Company may impose terms and conditions for safety of the Company's asset and men power.

Signature of Tenderer:		Company's Round seal
Date:	Place:	

SCHEDULE – ‘E’

GENERAL CONDITION OF CONTRACT

1. Wages to be paid through banks to the employees deployed by the Contractor:

- A. The Contractors shall pay minimum rates fixed under the norms. The wages shall be paid by him before the expiry of 7th day of the last day of the month in respect of which the wages are payable (i.e. wages of a month have to be paid by him in the first week of the next month). The payment shall be disbursed to the Personnel through Banks.
- B. The Contractor shall give his telephone number and address to the Company so that in case of labour trouble etc. the Contractor can be contacted. The Contractor shall arrange to have his office and the Contractor shall keep himself present throughout the work hours.

2. LABOURS LAWS:

- A. Person below the age of 18 years shall not be employed for the work.
- B. Contractor shall maintain a valid labour license under the Contractor Labour (Regulation and Abolition) Act for the employing necessary manpower to be required by him in the absence of such license the Contractor shall be liable to terminated without assigning any reasons thereof.
- C. The Contractor shall, at his own expense, comply with all Labour Laws and keep the Company indemnified in respect thereof, Some of the major liability-es under various Labour and Industrial Laws which the Contractor shall comply with are as under:-
 1. Payment of contributing of way of Employers contribution towards Provident Fund, Family Pension Scheme, Deposit Linked Insurance Scheme, Administrative Charges etc, at the rates made applicable from time to time by the Government of Gujarat / Government of India or other Statutory Authorities.
 2. Payment of deposit in respect of each contract labour at the applicable rate with the office of Commissioner of Labour as per Contract Labour (Regulation and Abolition) Act.
 3. License as prescribed under the Contract Labour (Regulation and Abolition) Act and Rules framed there under depending upon the number of workman employed by the Contractor, License is compulsory if ten or more labours engaged due date.
 4. Identity Cards as prescribed under the Factories Act / shops & Establishment Act (as the case may be) with photo affixed there to the same for identification.
 5. Payment of retrenchment compensation, notice pay and other liabilities as per Industrial Disputes Act. Any payment to the Contractor's employees arising out of any claim or disputes under the Industrial Disputes Act. 1947 or any other Labour Laws,
 6. Payment of compensation in case of accidental injury.
 7. **Deposit Linked Insurance Scheme:**
The Contractor shall have to deposit ½ % of the wages in respect of who is a member of the Provident Fund as the contribution to the Deposit Linked insurance Scheme with Regional Provident Fund Commissioner, Ahmedabad.
 8. **Administrative Charges:**

Signature of Tenderer:		Company's Round seal
Date:	Place:	

Administrative Charges for maintaining Provident Fund Account shall be deposited by the Contractor with Regional Provident Fund Commissioner, Ahmedabad at the rates applicable.

9. Workmen's Compensation Fund and Employer's Liability Insurance:

The Contractor shall cover all his employees under Workmen's Compensation Fund and under the liability Insurance.

10. The Contractor shall employ adequate number of experienced staff for daily supervision and for maintenance of various registers and records required under the law and contract. No payment for supervision shall be admissible.

11. Contractor to indemnify the Company:-

The Contractor shall indemnify and keep indemnified the Company, every member, officer and employees of the Company, also Officer in charge and his staff against action proceeding claims, demands, costs and expenses whatsoever arising, out of or in connection with the matters referred in above clauses and elsewhere and against all actions claims, demands, cost and expenses which may be made against the Company by any workmen / employees of the Contractor or any sub-contractor and / or Contractor from any liability any wise any workman employees of the Contractor or sub-contractor under any Laws, Rules or Regulation having the force of law including but not limited to claims against the Owner Workmen Compensation Act 1923.

The Employees' Provident Fund Act, 1952 and or the Contract Labour (Abolition and Regulation) Act, 1970 the Company shall not be liable for in respect of or in consequence of any accident or injury to workman of other person in the employment of the Contractor or his sub-contractor and the Contractor shall identify workman in the Company against all such damage and compensation and against all claims, demands, proceeding costs, charges and expenses whatsoever in respect thereof or in relation there to.

12. Workman's Compensation & Employer's Liability Insurance:

Insurance shall be affected for all the Contractor's employees engaged in the performance of these Contractors. If any of the work is subjected, the Contractor shall require the sub-Contractor to provide workman's compensation and Employers Liability insurance for the letter's employees are covered under this Scheme.

If any Agency found having involved in any kind of malpractices such as under payment to its employees, irregularity in computation of duty hours, less deduction of Provident Fund & default in other statutory compliances or in maintaining required manpower as per Contract or failure in employing Leave Reserve supervisor, the Company will have the right to terminate the contract of such Agency immediately without giving any notice.

3. The Company will be entitled to deduct directly from the bills, to be paid to the Contractor any sum payable by the contractor and which sum the Company is required to pay as a principal employer on account of Contractor's default in respect of all liabilities referred to in above clauses.

4. Contractors default in respect of all liabilities referred to in above clauses.
Nothing in the contract document stated shall anyway constitutes any workman / employees of the Contractor or any sub-contractor as or to be workman employees of the owner or place obligatory liability in respect of any such workman / employee upon the Company.

Signature of Tenderer:		Company's Round seal
Date:	Place:	