

Save Energy for Benefit of Self and Nation

**UGVCL**  
**Uttar Gujarat Vij Company Ltd.**  
CIN - U40102GJ2003SGC042906

**TENDER NO.: UGVCL/SP/III/ZEROX WORK/ 895**

**SHORT TENDER NOTICE**

Purchases Requisition No:- 371734 RFQ No:-

CE (P) invites Physical tender through ugvcl web site for Installation of ONE No of Canon/Toshiba/Ricoh/Modi make, Photo Copier Machine [Xerox Machine] on contract base with operator & Paper. The having latest facilities of multi-functions (i.e., Printer, scanner, inbuilt day to day auto Copy counting facilities) for One Year. Tender Papers & Specifications may be down loaded from UGVCL web sites [www.ugvcl.com](http://www.ugvcl.com) (For view & down load only). Tender fee may be paid along with submission of tender in EMD cover, for respective tender. "All the relevant documents of tenders to be submitted physically will be received only by Registered Post A.D. or Speed Post addressed to **CHIEF ENGINEER (P), UTTAR GUJARAT VIJ COMPANY LTD., CORPORATE OFFICE, VISNAGAR ROAD, MEHSANA - 384001.** "NO COURIER SERVICE OR HAND DELIVERY" will be allowed.

Sr.No	Description	
1	Tender No.:	<b><u>UGVCL/SP/III/ZEROX WORK/895</u></b>
2	Installation of One No of Canon/Toshiba/Ricoh/Modi makes Photo Copier Machine [Xerox Machine] on contract base with operator & Paper. The machine having latest facilities of multi-functions (i.e., Printer, scanner, inbuilt auto Copy counting facilities) for One Year. The scope of work also includes providing of machine operator, providing of required papers for photo copy and binding/spiraling of books as per UGVCL requirements.	
3	Tender Fee in Rs. (non refundable) + 18% GST	<b>Rs. 590.00 (Five Hundred ninty only)</b>
4	Estimated cost in Rs. (in lakhs)	<b>Rs. 3.30</b>
5	Earnest Money Deposit amount in Rs.	<b>Rs.3300.00</b>
6	Last Date & time of submission of tender in physical form up to <b>16.00</b> hours by RPAD or SPEED POST only	<b>10.12.2018</b>
7	Date of opening of Tender fee , EMD cover , and technical bid	<b>11.12.2018</b>
8	Tentative Date of opening of Price bid at <b>11.00</b> Hours	<b>14.12.2018</b>

**AS PER THE NOTICE OF THE INVITATION OF TENDER (NEWS PAPER ADVERTISEMENT), THE TENDER IS INVITED FOR WHICH FOLLOWING CONDITIONS ARE MANDATORY. IF ANY DEVIATION FOUND IN THE OFFER, SUCH TENDERS / OFFERES WILL BE OUTRIGHTLY REJECTED AND NO ANY FURTHER COMMUNICATION IN THE MATTER WILL BE ENTERTAINED.**

[A] All the relevant documents as per requirement of the Tender are to be submitted physically along with the Tender Fee, EMD cover in sealed cover on OR before due date and time . All such documents should be strictly submitted by RPAD/speed post only.

Date:

Seal & Signature of Tenderer

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Otherwise the offer will not be considered and no any further communication in the matter will be entertained.

[B] It is mandatory for all the bidders to submit their tender documents physically in schedule time.

[C] Bidders are requested to submit the price - bid (Schedule - B) in physical form. Bidder has to quote their rates above (+) or below (-) the estimated rates as shown in schedule B. The quoted rates will be derived accordingly.

Any technical questions, information and clarifications that may be required pertaining to this enquiry should be referred to the **CHIEF ENGINEER (P&P) UTTAR GUJARAT VIJ COMPANY LTD. ,REGISTERED & CORPORATE OFFICE, VISNAGAR ROAD, MEHSANA - 3840 01.**

UGVCL reserves the right to reject any OR all tenders without assigning any reasons thereof.

For and on behalf of UGVCL,

Chief Engineer (P)

Download Tender Documents in (PDF Format) which consists of:

Part - I : Commercial Terms & Conditions

Part - II: Technical Specifications & GTP'S, Schedule "A" indicating the quantities & items, drawing if any.

To view the PDF file please use "Acrobat Reader" software which can be downloaded from "Adobe "website.

Note: - Be in touch with our web site till opening of tender.

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**SCHEDULE-- 'A'**

**Tender No.: UGVCL/SP/IV/ZEROX WORK/895**

<b>Sr No</b>	<b>Description of Items</b>	<b>Quantity in Nos.</b>
<b>1</b>	Installation of One No of Canon/Toshiba/Ricoh/Modi makes Photo Copier Machine [Xerox Machine] on contract base with operator & Paper. The machine having latest facilities of multi-functions (i.e., Printer, scanner, inbuilt auto Copy counting facilities) for One Year. The scope of work also includes providing of machine operator, providing of required papers for photo copy and binding/spiraling of books as per UGVCL requirements.	<b>1 Nos.</b>

**Special Conditions:**

(1) Successful tenderer have to install **Photocopier Machines** at our **Corporate Office with Operator**. UGVCL will provide space with power at free of cost. Operator charges will not be paid by UGVCL.

(2) Successful tenderer have to submit full details and P.F. No. of his operators working on the machine.

(3) Successful tenderer have to submit copy of the Bill of Purchase of the machine / photo copier along with acceptance of LOI.

(4) Successful tenderer have to maintain register in which size wise quantity of photo copy carried out during the day & month with sign of concern section in charge officer for machine & have to submit the bill (with register in Original ) according to the sizes of copies carried out during month.

(5) Successful tenderer have to use his own following materials for relevant copying work at **no cost to UGVCL**, as per our requirement.

(i) White paper of JK Easy Copier of 70 GSM map litho.

(ii) Black Ink / Tonner.

(iii) Spares & consumables.

(iv) Service the machine at regular interval with required spares & consumable for good working condition of machine.

(V) All the machinery and accessories related for the work of binding/spiral work including good quality plastic covers for spiral book as per UGVCL requirements.

(6) **Penalty Clause** : During non working of Copier machine the contractor has to make alternative arrangement in such a way that work should not suffer. However, non working of machine penalty of Rs. 250/- per day per machine will be charged if machine remains in non working condition for more than 24 hours for reason mentioned above or even for non availability of your operator. No payment shall be made for any bad quality of photo copy.

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**Uttar Gujarat Vij Company Ltd.**  
CIN - U40102GJ2003SGC042906

(7) In case, the Xeroxing materials like Paper, Tonner, Developer, Operator, etc are not available for carrying out Xerox or if bad quality of printing is found then also work penalty of Rs. 250/- per machine per day shall be levied considering machine as non working.

(8) Further extra charges for operator will not be paid if called on Holidays / asked to work after / before office hours.

(9) UGVCL reserves the right to shift machine at any place in Corporate Office if required.

(10) Machine shall be installed for the period of One year. However, UGVCL at its discretion without assigning any reason may reduce or terminate the contract at any time before above contract period of One year without paying any compensation. In the event of unsatisfactory performance of contract or in the event of any complaint regarding malfunction irrespective of copying accounting or paper used etc. the contract will be cancelled & balance work will be done at your risk and cost.

(11) Submission of Offer: The firm having single legal entity and having One or more Works / factory and submit offers from two or more different works / factory, the UGVCL will consider only one lowest offer for allocation of quantity.

(12) In case the UGVCL finds that there is an attempt of cartel in the prices, UGVCL reserves the right to consider or reject any or all the parties offer without assigning reason thereof.

(13) UGVCL reserves the right to consider or reject any or all the participants offers if the past performance of the participants with UGVCL or other subsidiaries company of GUVNL does not found satisfactorily.

(14) The Bidder has to confirm within Seven days from the Date of opening of Price Bid that they are ready to match their end cost with L-1 & accept UGVCL's commercial terms & conditions failing which their offer will not be considered.

(15) Terms of Payment: 100% monthly payment will be made to you after receipt of bills of photo copies duly certified by concern section officer in charge that the photo copies comply with our requirement. You may submit your bills in triplicate along with advance stamp receipt to AO (Bills), UGVCL, Corporate Office, Mehsana. SE (RE) shall maintain the record of actual work done by the bidder and shall record the bill for making payment after cross checking.

(16) [i]Successful bidder (Contractor) will have to comply of EPF & MP Act 1952 and schemes framed there under in respect of Labourers employed by the contractor. In this regard, contractor must have separate PF code Nos. and he has to certify with proof for deducting his employee's share of CPF, contributing employer's share of CPF pension etc. and making payment to SBI by Challan in favour of RPFC every month regularly as prescribed under EPF and MP Act 1952 and monthly & yearly returns are filed by contractor to respective PF office. The contractor will have to submit with the monthly bill a copy of the same duly signed by personal officer (G), if Applicable.

Date:

Seal & Signature of Tenderer

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**UGVCL**  
**Uttar Gujarat Vij Company Ltd.**  
CIN - U40102GJ2003SGC042906

[ii] The contractor shall adhere to the provision of contract Labour (Reg & Abo) Act, 1970 and rules framed there under and shall mark the payment of wages to his workmen in presence of the Authorised representative of UGVCL.

(17) Termination of contract:

In case you fail to carry out the work within contractual conditions the UGVCL shall exercise its discretionary power either:

- (a) to recover from you as agreed by way of penalty clause above, or
- (b) to carry out the work from elsewhere after giving due notice to you on account and at your risk and cost.
- (c) To cancel the contract.

(18) The UGVCL reserves the right to terminate the contract at any time, without assigning any reason, what so ever, by giving a notice period of one month from the date of Notice of termination of the contract. Suppliers will not be entitled for any compensation / damages / losses, what so ever, on account of such termination of the contract.

(19) **Late Tender / Delayed Tender:** No tender shall be accepted / opened in any case after due date & time of receipt of tender irrespective of delay due to postal services or any other reasons and that the UGVCL shall not assume any responsibility for late receipt of tender due to delayed postal service or any other reason.

(20) **Supply Guarantee:** (Applicable to this tender): Successful bidder shall have to give 10% of the contract value in the form of Cash / DD / Bank Guarantee covering the period of execution of contracts.

The said Guarantee must be invariably submitted within 15 (Fifteen) days from date of LOA. Otherwise the LOA will be out rightly cancelled at the risk & cost of the tenderer (at the discretion of UGVCL) and without entering into any correspondence and this will be binding on the tenderer.

The supply Guarantee is for the due performance of the contract, if placed and the same is liable to forfeiture by the UGVCL in the event of your non-fulfillment of the terms and conditions of the contract.

(21) You are requested to quote the rates with detailed breakup like % of Service Tax - Incl. / Excl. / Not applicable etc.

(22) **Delivery Schedule:** The initial contractual period shall be for one year from date of putting machine in operation. You shall have to procure machine and inform the same to R&C office within 15 days of firm order. And, you shall have to commission the machine within next 15 days. However, early commissioning of machine will be acceptable to UGVCL. In case the machines installed later than prescribed due date, penalty shall be levied at ½% of tender estimated cost per machine per week subject to maximum 10%.

Date:

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If performance is found satisfactory during contractual delivery schedule than the contract can be extended for further period of one year as mutually agreed upon.

(23) The bidder will be solely responsible for compliance and implementation of all Labor Laws as applicable in respect of manpower engaged. They have to follow all the applicable work contract conditions of UGVCL.

(24) Statutory Variation: Any statutory increase or decrease in the service taxes subsequent to your offer if it takes place within the original contractual delivery date will be to the UGVCL's account subject to the claim being supported by documentary evidence.

(25) Bidders are informed that their employee authorized in writing will only be allowed as their "Authorized Representative" for all purpose to deal with UGVCL in respect of this Tender. Non employee cannot deal/shall not be allowed to deal with the Company.

**(26) Price filled in round figure & GST rate must be filled separately. GST No. must be Sealed on quotation. GST No. Registration Certificate must be submitted as per norms.**

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Note: The estimated cost is approx. Rs. 3.30 lacs. For the period of One year. This amount will be treated as contract value for all purpose. However, this figure is tentative. It is not binding on UGVCL that the contract value will be fully utilized by the successful bidder.

Bidders should submit their offer in three covers viz. EMD cover, Technical Bid cover and Price Bid cover. All 3 such covers shall enveloped in a one big cover. Tender fee, EMD and orders copy documents are to be put in EMD Cover. Special Condition, Commercial terms and condition and other documents duly sealed and signed by a bidder are to be put in Technical Bid. The price bid cover shall contain only Schedule 'B' i.e. price bid only. All three covers are separately sealed and put in one cover and super scribe the tender No on each cover. First EMD Cover to be opened and if EMD Cover found ok then Technical bid shall be opened. The price bid cover will be opened of those participating firm/s whose firms are technically accepted and past performance of the firm is satisfactory in UGVCL or other subsidiaries company of GUVNL if previously order was placed.

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**OTHER COMMERCIAL TERMS AND CONDITIONS:**

[1] Bidders shall have to download all the documents from UGVCL website and has to submit their offer in two covers viz. Cover 1 containing Tender fee, EMD payment detail and Technical Bid. And, Cover 2 containing Price Bid. These 2 covers should be enclosed in a single big cover. Bidder has to prove their company seal and shall have to sign each and every document to show that they are agreeing upon all the terms and conditions of the tender.

[2] Quoted prices should be firm on End Cost Basis. (Inclusive of all the Components like Taxes, ED, Service Tax etc.).

[3] You shall have to accept UGVCL's payment terms Clause no. 15 as per Special Condition. No advance will be paid by the UGVCL.

[4] You shall have to agree for penalty Clauses no. 6 & 22 as per Special Conditions, if the machine is not installed within the agreed delivery period and if machine remains out of order, which is applicable to all our bidders.

[5] You shall have to agree to Supply Guarantee Clause no. 20 as per Special Conditions.

[6] You shall have to use your own material for relevant Xeroxing work at no cost to UGVCL, as per Clause no. 5 of Special Conditions.

[7] EMD cover must contain the following documents (a & b):

(a) Demand draft / Pay Order in favour of UGVCL payable at Mehsana or Money receipt for tender fees **Rs.590.00** and EMD amounting to **Rs. 3300.00**.

(b) You shall have to pay Tender Fee of **Rs. 590/-** (Rs. Five Hundred ninety only) Non refundable by way of Demand Draft, Money Order in favour of Utar

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Gujarat Vij Co. Ltd., payable at Mehsana or by Cash and submit DD / Money Receipt in EMD Cover

- [8] **Delivery period:** You shall have to agree for the delivery schedule Clause no. 22 as per Special Conditions.
- [9] Your offer should be valid for a minimum period of 120 days from the date of opening of the Bid.
- [10] You should give “Undertaking”, in regard to quoted price, as per attached format.
- [11] List of Orders executed during last three (3) years from the date of publication of tender notice (including contract made with GEB/GUVNL or their subsidiary Companies.) for the tendered items shall be submitted in technical bid cover with a photo copies of order.
- [12] You shall have to agree to all the Special terms as per Special Conditions and to submit the Special Conditions duly signed and stamped along with the offer.
- [13] Please submit latest order copy of similar installation work done for other Organisation / Govt. Organisation / GUVNL / GETCO/ UGVCL / PSU along with your offer.

All other terms and conditions of UGVCL for work/contract will be binding to you.

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**ANNEXURE**

**INTGRITY PACT OUR ENDEAVOUR**

**Date:**

<b>UGVCL's COMMITMENT</b>		<b>PARTY's COMMITMENT</b>	
•	To maintain the highest ethical standards in business and professional	•	Not to bring pressure recommendations from outside UGVCL to influence its decision
•	Ensure maximum transparency to the satisfaction of stakeholders	•	Not to use intimidation, threat, inducement or pressure of any kind on UGVCL or any of its employees under any circumstances
•	To ensure to fulfill the terms of agreement/contract and to consider objectively the viewpoint of parties	•	To be prompt and reasonable in fulfilling the contract, agreement, legal obligations
•	To ensure regular and timely release of payment on due dates for work done	•	To provide goods and/or services timely as per agreed quality and specification at minimum cost to UGVCL
•	To ensure that no improper demand is made by employees or by anyone on our behalf	•	To abide by the general discipline to be maintained in our dealings
•	To give maximum possible assistance to all the vendors / Suppliers / Service Providers and other to enable them to complete the contract in time	•	To be true and honest in furnishing information
•	To provide all information to supplier/contractors relating to contract/job which facilitate him to complete the contract/job successfully in time	•	Not to divulge any information, business details available during the course of business relationship to others without written consent of UGVCL
•	To ensure minimum hurdles to vendors /suppliers / contractors in completion of agreement /contract /work order	•	Not to enter into carter/ syndicate /understanding whether formal/non formal so as to influence the price

(Seal & Signature)  
UGVCL's authority Signatory  
Name:  
Designation:

(Seal & Signature)  
Party's authority Signatory  
Name:  
Designation:

Date:

Seal & Signature of Tenderer