

	UTTAR GUJARAT VIJ COMPANY LIMITED CIN - U40102GJ2003SGC042906	
	Regd.& Corporate Office : Visnagar Road : Mehsana : 384001 (North Gujarat) Phone No: 02762- 222080-81 Fax No: 02762-223574 Website : www.ugvcl.com e-mail :- sp2@ugvcl.com,	

General Condition of tender:

Tender No.UGVCL/SP/II/1094/Hiring Of professional Agency

Period of Contract: The delivery period of contract is 24 Months, Which can be reduced as per sole discretion of UGVCL and increased by the company with mutual agreement. Provide the Manpower within 30 Days of receipt of Letter of Acceptance (LOA).

1. Eligibility Criteria of Agency :

Sr. No.	Item	Criteria
1	Turnover	Average annual financial turnover during the last 3 years ,ending 31 st March of the previous year ,should be at least 30% of the Estimated Cost. (To be supported by certificate from CA with balance sheets of the respective year) <u>if applicable.</u>
2	Bank Guarantee	The successful tenderer will be required to pay an amount equivalent to 10% of the value of the order as a Guarantee for satisfactory execution of the contract. Such Security Deposit will be payable either in Cash / D.D./BG in favour of the Uttar Gujarat Vij Co. Ltd. on any schedule Bank at Mehsana.
3	Single work order	Bidder should submit single work order for similar housekeeping services with completion certificate amounting to not less than Rs.100 lakh (Rupees Hundred Lakh only) of reputed client in the last 3 years. Work order copy must be attached with successful work completion certificate.

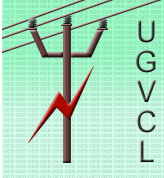

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4	Working capital	Rs.25 Lakh.
5	Experience & Certification.	Company/Partnership registration certificate is essential criteria. Experience in housekeeping works of similar nature of not less than 3 years and should be substantiated by the authority concerned. Bidder should be owning all necessary housekeeping machineries and equipment as per the attached list in this document.
6	GST No.	Certification is essential criteria.
7	PAN number	Certification is essential criteria
8	Labour License Holder No.& Date	Certification is essential criteria.
9	Company Registration Certificate	Certification is essential criteria.
10	EPF Registration Certificate	Certification is essential criteria.
11	ESI Registration Certificate	Certification is essential criteria.

- **Working Hours / Routine.**
As per requirement of the company.
- The Contractor shall cover all the workers provided by him under a Block Insurance Policy, comprehensive all Risk Policy/ within seven days from the date of letter of award / work order. The certified copies of the same must be submitted within one month from the date of issue of the work order.

2. Applicable Labour Law :

Persons below the age of 18 years shall not be employed for the work.

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Contractor shall maintain a valid Labour license under the contract Labour (Regulation and abolition) Act for employing necessary manpower required by him. In the absence of such license, the contract shall be liable to be terminated without assigning any reason thereof.

The Contractor shall at his own expenses comply with all Labour laws and keep the UGVCL indemnified in respect thereof. Some of the major liabilities under various Labour and industrial laws which the Contractor shall comply with are as under.

- i) Payment of contribution by way of Employer's 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 Authority.
- ii) Payment of deposit in respect of each contract Labour at the rate of Rs.30 or later prevailing rate with the Office of Commissioner of Labour as per the Contract Labour (Regulation and Abolition) Act.
- iii) License fee as prescribed under the Contract Labour (Regulation and Abolition) Act and Rules framed there under depending upon the number of workmen.
- iv) Paid leave facility and wages as per the provision of the Factories Act at the rate of one day for every 20 days of working.
- v) Identity cards as prescribed under the Factories Act with photo affixed thereto, for identification.
- vi) Payment of retrenchment compensation, Notice Pay and other liabilities as per Industrial Dispute Act. Any payment to the Contractor's employee arising out of any claim of disputes under the Industrial Disputes Act 1947 or any other Labour Laws.
- vii) Payment of compensation in case of accidental injury.
- viii) In case, UGVCL becomes liable to pay any wages or dues to any manpower deployed or any Government agency under any of the provisions of the Minimum Wages Act, Payment of Wages Act Employee Compensation Act, Contract, Labour Regulation Abolition

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Act, Employee Provident Fund or any other Law due to act of omission of the Contractor, the UGVCL may make such payment and shall recover the same from the contractor's bills.

- ix) If the UGVCL is caused to pay under any law as principal employer such amount as may be necessary to cause of observe, or for non-observance of the provisions stipulated in the Notifications/Byelaws/Acts/ Rules/Regulations including amendments if any, on the part of the contractor, the UGVCL shall have the right to deduct any money due to the contractor under this contract or any other contract with the UGVCL including his amount of Security Deposit for adjusting the aforesaid payment. The UGVCL shall also have right to recover from the contractor any sum required or estimated to be required for making good the loss or damage suffered by the UGVCL.
- x) Salient features of some major laws applicable to establishments engaged.
- Employees compensation Act'1923.
 - Payment of Gratuity Act'1972.
 - Employee P.F. and Miscellaneous Provision Act'1952.
 - Contract Labour (Regulation & Absolution) Act;1970.
 - Minimum Wages Act'1948.
 - Payment of Wages Act'1936.
 - Industrial Dispute Act;1947.
 - Industrial Employment (Standing Orders) Act'1946.
 - Trade Unions Act;1926.
 - Child Labour (Prohibition & Regulation) Act;1986.
 - Factories Act'1948.

The above are some of the major liabilities of the Contractor in addition to other liabilities prescribed under the various Labour laws, in force from time to time,

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from Statutory Authorities like State Government / Government of India, which the Contractor shall have to comply with.

Provident Fund and Family Pension Scheme:

The Contractor shall submit along with his bills (month wise) a statement regarding deduction against employees Provident Fund and Family Pension Scheme in respect of each concerned employee. Provident Fund and Family pension Scheme at the rate made applicable by the Government from time to time of the wages.

The Contractor’s contribution and his workers contribute on towards Provident Fund and Family Pension Scheme shall be deposited by the Contractor with respective Regional Provident Fund Commissioner.

Deposit Linked Insurance Scheme.

The contractor shall have to deposit ½ % of the wages in respect of employees who is a member of the Provident Fund, as the contribution to the Deposit Linked Insurance Scheme with Regional Provident Fund Commissioner.

Administrative Charges:

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

Paid Leave Facility:

- Paid Leave Facility at the rate of one day for every twenty days worked by the Contract Labour, shall be provided by the Contractor to his workers. He shall maintain Leave Records, Leave Cards, for individual laborer which shall be duly verified, approved and certified by the authorized Officer of the UGVCL. However, the salary / rewards paid for such leave(s) / holiday (s) shall be borne by the contractor and UGVCL is not at all responsible for the same and such issues.

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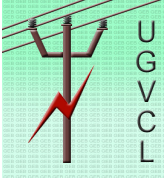

Workmen's Compensation Fund and Employer's Liability Insurance:

The contractor shall cover all his employees under workmen's compensation fund and under the liability insurance. The contractor will arrange insurance policies for arranging payment to his staff injured / met with accident (Fatal / Non-Fatal) on duty of sufficient amount as per Labour laws jointly in favour of Engineer in Charge. In case of any such happening contractor will be liable for any other payment to workers / staff engaged as per existing Rules. Owner will not make any such payment to the contractor's staff or any compensation etc. during the pendency of the contract.

Contractor to Indemnify the UGVCL and every member officer and employees of the UGVCL also. Engineer-in-Charge and his staff against all actions, proceedings, claims, demands, costs and expenses whatsoever, arising out of or in connection with the matters referred herein above elsewhere and against all actions, proceedings, claims, demands, costs and expenses which may be made against the UGVCL or Government for or in respect of performance of his obligation under the contract documents. The UGVCL shall not be liable for intervention of authority Government for or in respect of performance of his obligation under the contract documents. The UGVCL shall not be liable for or in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Contractor and the contractor shall indemnify UGVCL against all claims, demands, proceedings, cost, charges and expenses whatsoever in respect thereof or in relation thereto.

Wages to be paid & time of payment etc. by the contractor


- a) The wages of every staff employed by contractor under this contract shall be paid by him before the expiry of 7th day of the last day of the month in respect of the wages are payable (i.e. wages of a month have to be paid by him in the first week of the next month). Any default will result in cancellation of contract forthwith or else the contractor shall be punishable to the extent of Rs.100 per each day or as per the prevailing rules of Labour laws.

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b) The Contractor shall give his Telephone (Office, Residence and Mobile Number) and Address to the UGVCL. So that, in case of Labour trouble etc. the Contractor can be contacted.

Registration with Provident Fund Office

- i) The separate P.F. code issued from P.F. commissioner is required to be taken by contractor.
- ii) If the contractor does not possess separate P.F. code number of RPFC, his tender will not be considered for acceptance.
- iii) The contractor should mention separate P.F. code number allotted by RPFC, along with the tender.
- iv) It should be ensured that all the manpower deployed are covered under the provident fund scheme and employees' pension scheme and their contributions are remitted regularly to the concerned RPFC. The photo copies of the challan in this regard should be submitted timely.

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1. Price Schedule: ~~Schedule: B~~

(To be submitted online only)

Form No : Commercial Bid (Price Bid)

Bidder should quote the net cost of services to be provided by him for the Providing Service of Unskilled Manpower as per the given format here under. Any incidental or other expenses towards their services for Providing Service of Unskilled Manpower shall be borne by the Bidder. However taxes as per the applicable rates shall be paid in addition to the CTC.

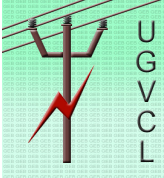
Sr . No.	Descripti on of service (a)	Nos . of service s per Day (b)	Total Nos. of services For 24 Months (30*365 *2) ©	HSN / SAC Code of the Servi ces (d)	Cost per Service per Day for 8 hrs (Witho ut GST) (e)	GST Rate with Cess, if any (f)	Cost per Service per Day for 8 hrs (With GST) (g=e+f)	Total Cost of Service for 24 months (Without GST) (21900*e)	Total Cost Service Per annum (With GST) {21900*(g)}
1	Unskilled Manpower	30	21900						
Total service cost With GST (in Rs.)									

Quote rates in number and words.

Rs.....

Note:-

- (1) Service will be provided 08hours and muster roll will be maintained for engaged persons.
- (2) Payment will be made monthly on actual man power/services provided during the Month.
- (3) The Bidders shall quote total price for services exclusive of all taxes and duties. The Owner will not be required to pay and/or reimburse anything over and above the price quoted except GST, which will be payable as per the rate prevailing at the time of payment.
- (4) The prices shall remain FIRM till completion of the Assignment.
- (5) Payment of services shall be made on the basis of cost quoted and the progress of work separately on monthly basis.
- 6). Applicable GST rates to be mentioned in price bid

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7). I / We agree to supply the articles noted above at the rates herein tendered by me / us subject to the condition of tender and supply at the Tender Inquiry which I / We have carefully read and which I / We have thoroughly understood and to which I / We agree.

8). I / we hereby agree to keep this offer open for 120 days from the date of opening of Technical Bid of the tenders and shall be bound by communication of acceptance dispatched within the prescribed time.

Chief Engineer(P)
UGVCL, Mehsana