

## COMMERCIAL TERMS AND CONDITIONS

1. The tenderers should thoroughly read all the following clauses before submitting their tender. The original copy of the tender documents duly signed & stamped with company's seal must be submitted along with the bid.
2. **CRITERIA FOR PRE-QUALIFICATION:**
  - a. Bidders should have minimum experience of **3 (Three)** years in third party inspection of factory for vendor registration (i.e. Factory evaluation-data/details shall be submitted.)
  - b. Offers of only those bidders shall be considered, who have executed at least one similar order for third party factory inspection, amounting not less than **Rs 5, 00,000/-** in any one year in last three years. [Copy to confirm this shall be submitted].
  - c. Bidder shall have to furnish the copies of contracts as proof of experience and shall have to submit performance certificate of their clients, failing which tender will be summarily rejected.
  - d. The successful tenderer shall have to send such Inspector / Inspectors for inspection, whose minimum qualification is B.E. and have minimum five years experience of inspection in the relevant field. [The list of such qualified Engineer shall be submitted invariably].

**Relevant documents to confirm (a) to (d) shall have to submit with EMD cover of the bid.**

3. Tender fee (Non-refundable) as notified in the tender notice should invariably be paid by way of **Demand Draft**; otherwise offer will be ignored out rightly. **Indian Postal Orders (IPO's) & Cheques are not acceptable.** Demand Draft should be in the name of the "Uttar Gujarat Vij Co.Ltd.", Payable at Mehsana. The envelope shall be addressed to the Assistant Secretary of UGVCL and UGVCL will not be responsible for the transit loss or misplacement. Alternatively, the tenderers can pay the tender fee in CASH, UGVCL, HO, Mehsana - Cash counter) and enclose the original Money receipt in the EMD cover.  
**Tender fee Demand Draft / Original Money fee receipt must be kept in the cover of EMD; otherwise supplier's offer is liable to be rejected.**
4. **Important:** Both the bids, technical and price bid should be submitted simultaneously along with EMD cover in the respective envelopes. (duly sealed) so as to reach this office before due date and time through RPAD/ Speed post only. Please note, that any bid, ether technical or price bid received after the due date and time will not be accepted and the offer will be ignored out rightly. **No late tender or delayed tender shall be considered.**
5. **EARNEST MONEY DEPOSIT:**  
E.M.D. 1% of estimated cost is payable. The EMD is payable either in Cash or by Demand Draft in favour of the Uttar Gujarat Vij Company Ltd on any Schedule / Nationalized Banks in Mehsana. Cheques are not acceptable. BANK/CORPORATE GUARANTEES NOT ALLOWED.

No Interest will be allowed against payment of E.M.D. Tenders submitted without Earnest Money Deposit by the firms, will be rejected without entering in to further correspondence in this regard and no reference will also be made.

EMD will be forfeited (i) if the tender is withdrawn during the validity of the offer and (ii) the Tenderer fails to furnish / deposit the security deposit as per next clause.

EMD of the unsuccessful tenderers will be returned within 60 days after payment of SD by successful tenderer on whom order is placed, with the condition that the original receipt of the EMD together with the advanced stamped receipt is submitted to the Accounts Officer (Billing) of the Company.

**EMD COVER: The EMD Cover should contain the following documents: (a, b & c)**

- a) Documents towards payment of Earnest Money Deposit (EMD) may please be kept in the enclosed EMD cover only. First the EMD cover will be opened and if the documents towards payment of EMD are found OK then only Technical Cover/ price bid cover will be opened which may please be noted.
  - b) Photocopy of receipt of tender fee paid by Cash or D/D as per schedule A in favors of Uttar Gujarat Vij Co Ltd, Mehsana.
  - c) Documents towards pre-qualification as mentioned in sr. no.2 above.
6. **SECURITY DEPOSIT: (Should be paid within 30 (thirty) days after receipt of order).**

|       |                              |
|-------|------------------------------|
| Date: | Seal & Signature of Tenderer |
|-------|------------------------------|

Corporate office: - Visnagar Road, Mehsana -384001

Successful tenderer shall have to pay security deposit of 10% of work order value either in cash or DD or in form of Bank Guarantee issued by Scheduled Bank / Nationalized bank, within 30 days from the date of receipt of order with validity up to contractual period. The security deposit will be refunded on successful completion of contract. No interest shall be paid by the Company on the security deposit. No corporate guarantee shall be accepted.

If the full Security Deposit amount is not paid within 30 (Thirty) days from the date of receipt of the order, the order will be out rightly cancelled at the risk & cost of the successful Tenderer (at the discretion of the Company), without entering into any correspondences and this will be binding on the Tenderer and the order shall be placed on the other party.

7 VALIDITIES OF THE OFFERS:

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

8 Tenderer should invariably fill up all the details of all the schedules and Annexure including the prices in the price bid Annexure (which are attached with this tender copy). This is mandatory. Also, all the Annexure should be duly signed by authorized signatories with their rubber stamp, along with Company's Rubber (Round) seal/ stamp affixed on each paper.

9 The following List of Annexure and Documents are attached with this tender:

- a) Schedule – “A”
- b) Schedule – “B” [Price Bid]
- c) Annexure – “I” [Form of Banker's Undertaking for Security Deposit]
- d) Annexure – “II” [For conformation Tender conditions]
- e) Annexure – “III” [For details of experience]
- f) Annexure – “IV” [For deviation]
- g) Annexure – “V” [Format for vendor registration. However, UGVCL may change format at any stage.]
- h) Contract agreement

Further, bidders shall have to submit last 3 years audited annual accounts.

Bidder shall have to submit Bid in three separate envelopes super-scribing as,

- (i) Envelope for Tender fee and EMD Documents with documents toward pre-qualification as mention in Sr. no 2.
- (ii) Envelope for Technical Bid.
- (iii) Envelope for Price Bid.

All the above documents duly filled in, signed & stamped with company's seal should be submitted along with the Technical Bids, except Tender Fee & EMD payment Documents (Which are to be kept in EMD cover) and schedule – B (which are to be kept in the Price Bid cover)

- 10 All the tenderers must ensure that all the relevant documents / papers submitted with the tender are serially numbered, properly bound / tied together and properly documented. This must be adhered to.
- 11 All the above points shall be complied by the Tenderers, failing to which, tenders are likely to be ignored without making any further reference.
- 12 Successful Tenderer shall have to commence the inspection within **7 (seven)** days from the date of receipt of the letter of request from the UGVCL and complete inspection report shall be submitted within **10 days** from the date of inspection. In case of delay, penalty shall be levied as mentioned under penalty clause.
- 13 **Period of Contract:** The period of contract shall be two years from the date of issue of Order. However, UGVCL, at its sole discretion, may extend the contractual period for further one year without any price escalation. Successful bidder shall abide by this condition.

Date:

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Corporate office: - Visnagar Road, Mehsana -384001

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14 The estimated ex-works prices / estimated visits indicated in schedule – B are tentative, which may vary widely. Payment shall be made at the accepted prices for actual work done only and no dispute in this regard shall be entertained.

15 Prices / Charges:

For factory inspection for vendor registration, the rate shall be quoted in rupees per visit for visit within Gujarat State and separately for out of Gujarat state.

Prices and rates quoted shall include the following:

- (a) To and fro traveling charges including incidental expenses, for inspection, testing etc.
- (b) Boarding and lodging expenses.
- (c) Incidental expenses connected with the inspection and reporting.

Payment of extra amount towards inspection or its report or on any other round shall not be made. The prices quoted shall be firm and shall cover the entire scope mentioned in the tender documents. So, while quoting the rates, the tenderers are requested to quote keeping in mind the above factors also. Cost components hidden / furnished elsewhere will not be considered and will be ignored out-rightly. Prices shall be quoted without any condition. Conditional offers are likely to be ignored.

16 Rate Contract :

UGVCL will issue order for acceptance of rate to the successful tenderer for inspection covered in the scope of contract.

As and when inspection is to be carried out, request letter will be issued by Regd. & corp. office, Mehsana with the details.

Successful tenderer shall have to execute contract agreement attached with Tender Documents, on non-judicial stamp paper of Rs 100/-, the cost of which shall be borne by the successful tenderer.

17 Insurance :

It will be responsibility of inspection agency to cover their inspecting personnel under insurance against any risk during inspection. UGVCL shall in no way be responsible for any injury / accident to their personnel during execution of work under the contract.

18 Submission of Report and Bills:

For vendor registration, the inspecting agency shall submit two copies of factory inspection reports and three copies of bills to Officer On Special Duty, UGVCL, Mehsana.

Bill shall be addressed to the A.O (Bills), with copy to the Officer On Special Duty, UGVCL, after due verification and certification shall forward the bills to A.O (Bills) for processing the bill for passing.

19 Payment :

The estimated visits of factory for vendor registration are 100 Nos. for two years, However, it may vary widely and payments shall be made for actual nos. of factories inspected as per terms and conditions of tender specifications.

For vendor registration, payment will be made on submission of factory inspection report, as per tender conditions, to the satisfaction of the UGVCL.

Subject to any deductions, which the purchaser is authorized to make under the contract, the contractor shall be entitled for 100% payment of inspection charges with statutory levies, like service tax etc. if any, for the work completed as per order conditions and on submission of a detailed report to the satisfaction of the Uttar Gujarat Vij Company Limited. The inspection report and the bills have to be sent to the concerned. Payments will be made within 30 days (thirty days) from the date of receipt of relevant documents complete in all respects and bills. However, TDS as applicable shall be deducted.

In case of wasteful visit, a fee of accepted prices (ordered prices) will be paid per such wasteful visit to successful tenderer.

If the firm is a Trader, the inspections of the premises of the Trader as well as inspection of the factory of the Manufacturer, to whom they represent, are to be carried out for vendor registration purpose, for which payment shall be made separately for inspection of premises of trader and manufacturer's factory visit.

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Payments will be made by cheque on any Nationalized Bank in Mehsana or its branches in Gujarat, as may be decided by the UGVCL from time to time.

The bills for progressive payment will be passed only after the approval/ acceptance /submission/ execution of the following:

- a) Security Deposit.
- b) Two copies of the inspection reports and other documents required, to the satisfaction of UGVCL, with clear recommendations.
- c) Execution of contract agreement.

20 Statutory Variation :

Any statutory increase or decrease in the taxes and duties, subsequent to the submission of offer, if takes place within the original contractual period will be paid by the UGVCL subject to the claim supported by the documentary evidence. However, if any decrease takes place during the original contractual period or after the contractual period, the advantage will have to be passed on to the UGVCL.

- 21 In respect of any inspection that is carried out by the inspecting agency and recommended for acceptance, but if observed by the UGVCL from the report submitted that there is lapse in inspection or required documents are not verified properly, you have to repeat the inspection free of cost and in such cases, penalty as mentioned in Penalty Clause shall also be imposed.

22 PENALTY:

Inspection shall be commenced within 7 (seven) days from the date of receipt of the letter of request from the UGVCL and complete inspection report shall be submitted within 10 days from the date of inspection. In case of delay, penalty shall be levied at the rate of half (½)% of total contract value per week, subject to maximum 10% of total contract value.

In respect of any inspection that is carried out by the inspecting agency and recommended for acceptance, but if observed by the UGVCL from the report submitted by the successful tenderer that there is lapse in inspection or required documents are not verified properly, the inspecting agency shall have to repeat the inspection free of cost and in such cases, penalty at the rate of 2% of total contract value shall be levied.

23 NON-ASSIGNMENT:

Successful tenderer shall not be allowed to assign or transfer the contract or any part thereof on others.

24 EFFECTING OF RECOVERIES:

Any loss, arising to the UGVCL due to non-fulfillment of this contract, will be recovered from the Security Deposit held and / or any other amount due to the contractor from the UGVCL.

The UGVCL shall be empowered to.

- (a) Recover any dues against this contract from any bills / Security deposit / Deposit due to the contractor either in this contract or any other contracts with UGVCL.
- (b) Recover any dues against any other contract with UGVCL, from the available amount due to the firm against this contract.

25. FAILURE TO EXECUTE THE CONTRACT:

On failure to execute the order placed on successful tenderer, under the terms and conditions set forth therein, to the satisfaction of the UGVCL, the successful tenderer will be liable to make good the loss sustained by the UGVCL. Under the circumstances, UGVCL shall cancel the order and forfeit the SD. UGVCL may also go for fresh order on other party at the risk and cost of successful tenderer or may carry out inspection departmentally, debiting the cost to successful tenderer. This is without prejudice to the imposition of Liquidated Damages.

26. TERMINATION OF CONTRACT:

The UGVCL, upon written notice of default to the contractor, shall terminate the contract in the circumstances detailed hereunder:

If, in the opinion of the UGVCL, the contractor fails to complete the work specified in scope within the time specified for the same in the contract or within the period for which extension has been granted by the UGVCL to the Contractor.

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If in the opinion of the UGVCL, the contractor fails to comply with any of the other provision of the contract. The UGVCL shall also be empowered to cancel the contract, if any deficiency in inspection and / or bad performance is noticed.

27. JURISDICTION FOR LEGAL PROCEEDINGS:

All questions, disputes or differences arising under, out of or in connection with the Tender / Contract, if concluded, shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from where the tender / acceptance of tender is issued i.e. Mehsana.

28. ARBITRATION:

- (a) All questions, disputes or differences whatsoever, which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Chairman, UGVCL, for that purpose, who shall be a retired High Court Judge or retired District and Sessions Judge, and the decision of the said Arbitrator shall be final and binding upon the parties. Reference to the arbitrator shall be governed by the provisions of Indian Arbitration & Conciliation Act, 1996 as amended from time to time and the rules made there under.
- (b) That the Arbitrator shall give reasoned and speaking Award and shall also give calculations of every item of claim.
- (c) The arbitration proceedings shall be held at Mehsana.

29. The factory inspection is to be carried out for Gujarat Based as well as outside Gujarat Based Parties in India.

30. GENERAL:

The above clause and scope of work enclosed in tender documents shall also apply to this contract.

All general and Technical correspondence shall be addressed to the Officer On Special Duty, Uttar Gujarat Vij Company Limited, Corporate office, Visnagar Road, Mehsana -384001

It will be the privilege of UGVCL to depute their Engineers to witness the factory inspection along with inspection to be carried out by inspecting agency. However, the cost of deputing such engineers by the UGVCL shall be borne by the UGVCL.

31 SCOPE OF WORK FOR VENDOR REGISTRATION:

It is not intent to list out complete scope in detail. However, following shall also be included. The scope of inspection shall include but shall not be limited to the following:

[1]. To carry out the factory inspection of the firm located either in Gujarat or out side Gujarat State as per prescribed format for vendor registration and to furnish the factory inspection report in Two Copy [One in original and other in duplicate] along with all relevant documents and clear recommendations, whether the firm is to be registered as an approved vendor or not. If the firm is to be registered as an approved vendor, the items, along with its detailed specifications i.e. its ratings/ type/size/ Number/ relevant IS, Item code specified by the UGVCL etc. whichever is applicable is to be mentioned. If the firm is not to be registered as an approved vendor, due justification is to be furnished.

All relevant documents to be submitted with inspection reports are,

- 1) Partnership Deed or Article of Association
- 2) Latest Audited Balance Sheet
- 3) Factory License [Duly notarized]
- 4) Registration Certificate
- 5) ISI License
- 6) List of Machinery
- 7) List of Testing equipment's
- 8) List of Orders executed
- 9) Type Test reports of the material/s.
- 10) Rent/Lease agreements when ever applicable [Duly notarized]
- 11) Copy of Electric Bill, Telephone Bill etc. if 10) above is applicable

[2]. The factory inspection is to be carried out as per prescribed format for Vendor Registration, indicating basic details of firm like staff set up, production facilities & capacity, Turnover, various certificates like ISO, BIS Type Test reports, order executed etc.

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[3]. If the party has their factory premises on rent/lease basis, various documents like lease agreement, its validity, Telephone bills, Electricity Bills, Factory License etc. are to be checked and copies of same are required to be attached with the report. However, the copy of factory license and lease agreement shall be obtained duly notarized. The inspecting officer should sign all the documents attached with report.

Certificate under Shop established act or equivalent Govt. recognized documents shall be submitted when factory license is not applicable. The reason / Justification for non application of factory license may be given in such cases.

[4]. If the firm is a Trader, the inspection of the premises of the Trader as well as inspection of the factory of the Manufacturer to whom they represent, are to be carried out for vendor registration purpose. There are separate requirements for registration of traders, which shall be detailed while forwarding inspection call.

[5]. Factory is to be inspected for all the items manufactured by the party at single factory location.

[6]. During any random surprise checking of factory, if report submitted by inspecting agency is not found as per actual facts, UGVCL shall terminate the contract by forfeiting the S.D. and may go for risk and cost actions mentioned in terms and conditions of Tender Specifications.

[7]. If the firm is new and have not executed any order, vendor registration shall not be considered. If the firm has executed order/s in that case the data/details of such orders should invariably verified like invoice/s raised, gate pass of materials dispatch, payment received, performance certificate etc. to avoid false/fabricated submission of order executed.

[8]. The validity of the documents like Factory License, BIS License, calibration date for various measuring equipments, are also to be checked.

[9]. Type test certificate / report from NABL Approved laboratory, for the material/s requested for vendor registration must be submitted whenever applicable (mainly for the electrical/mechanical/civil materials which are being purchase by UGVCL). The type test certificate shall be perform as per the relevant IS of respective material/s and should not be 5 years older.

[10]. The Certificates of vendors of Outside Gujarat based firms should be either in English or Hindi Language, otherwise it should be obtained duly translated in English or Hindi Language and notarized.

[11]. Factory inspection shall be carried out as per UGVCL's norms. For further clarification, same may be discussed in person.

[12]. Inspecting officer shall also mention in his report the list of machinery/testing equipments required as well as available with the party.

[13]. Any other requirements of checking / reporting required as per the requirement of UGVCL, though not mentioned above, shall also be under the scope of successful tenderer.

[14]. Inspection report/s shall only be submitted from your registered / Corporate office, duly signed of authorized person and seal of the inspecting agency.

Recommendation for vendor registration of firm shall not be given subject to, the submission of documents / details / data or else other wise no payment towards the same visit will be made and re-inspection of such firm / factory has to be carried out within the stipulated time limit.

[15]. Full name of inspecting officer, date of inspection, location of inspection, qualification of the inspecting officer etc. should be mention in the inspection reports.

[16] Inspection report submitted by hand delivery and/or in unsealed condition will not be accepted. No visit fee for such cases will be paid and it is considered as a delay by successful bidder.

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**SCHEDULE: B**

**SCHEDULE OF PRICES FOR FACTORY INSPECTION**

Prices for inspection of factory etc. for Vendor Registration as per tender specifications

| Sl. No. | Description  | Prices in Rs. Per visit                |
|---------|--|--|
| 1       | Prices per visit for inspection of factory for Vendor Registration as per tender specifications, within Gujarat  |  |
| 2       | Prices per visit for inspection of factory for Vendor Registration as per tender specifications, outside Gujarat |  |
| 3       | Taxes, duties, if any.<br>[To confirm applicable extra or included in 1 & 2]                                     | [Inclusive / Excusive in prices above] |

**NOTE:**

1. The estimated visits of factory for vendor registration are 100. However, it may vary widely and payments shall be made for actual nos. of factories inspected as per terms and conditions of tender specifications.
2. The prices quoted should be inclusive of all charges mentioned in Tender Specifications and A/T.
3. Rates should be quoted in figures as well as in words invariably.
4. Separate Demand Drafts against Tender Fee & EMD must be kept in separate cover and after verification of having paid the same, the tender will be opened. Any adjustment of EMD of tender will not be considered.
5. Tender without Tender Fee and EMD or part payment thereof will not be considered.
6. The offer must be kept valid for 120 days.
7. The offer should be filled up in this schedule only, as asked for,

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ANNEXURE – 1

**ON STAMP PAPER OF RS.100/-**

**FORM OF BANKER’S UNDERTAKING (For SD)**

We, Bank of \_\_\_\_\_ hereby agree unequivocally and unconditionally to pay within 48 hours on demand in writing from the Uttar Gujarat Vij Co.Ltd. or any Officer authorized by it in this behalf any amount upto and not exceeding Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ to the said Uttar Gujarat Vij Co.Ltd on behalf on M/s. \_\_\_\_\_ who have entered into a contract for the supply/works specified below:

A/T No . \_\_\_\_\_ dated \_\_\_\_\_.

This agreement shall be valid and binding on this Bank upto and inclusive of \_\_\_\_\_ and shall not be terminable by notice or by change in the constitution of the Bank or the firm of Contractors / Suppliers or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given conceded or agreed, with or without our knowledge or consent, by or between parties to the said within written contract.

“NOTWITHSTANDING” anything contained herein before our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Our guarantee shall remain in force until \_\_\_\_\_.

Place:

Date:

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| Date: | Seal & Signature of Tenderer |
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ANNEXURE – II

Subject: Factory Inspection of the firm for Vendor Registration

Reference: Tender enquiry No. UGVCL/SP/     /  
Due on date:     /     / 20     .

In connection with the above subject and reference I/ We confirm the following:

1. I / We, the under signed have read and examined the Tender Specifications in tender mentioned under reference along with the Commercial terms and conditions.
2. I / We, declare that our Technical Bid is strictly in line with the Tender specifications (except the deviations shown in Annexure of Technical Deviations as per clause no.38 of this tender document).
3. Further, I / We also agree that additional conditions / deviations, if any, found in the Commercial terms & conditions (except reference under clause no.38 of this tender document), our offer shall be outrightly rejected without assigning any reason thereof.

Seal of the Firm

Signature of the Authorised Representatives  
of the firm

Date:

Name:

Status:

Name of the Tendering Firm / Agency:

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|-------|------------------------------|
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**ANNEXURE- III**

DETAILS OF THE EXPERIENCE FOR SUPPLY OF SIMILAR TYPE OF ITEMS IN LAST FIVE YEARS FROM THE DUE DATE OF TENDER:

| Sr. No   | ITEMS SUPPLIED TO | ORDER REFERENCE No. & DATE | ITEMS | QUANTIT Y | ORDER FULLY EXECUTED. YES/NO | STATUS, IF ORDER UNDER EXECUTION | REMARKS |
|--|-------------------|----------------------------|-------|-----------|------------------------------|----------------------------------|---------|
| <b>A GEB (Now GUVNL)/UGVCL/MGVCL/DGVCL/PGVCL</b> |                   |                            |       |           |                              |                                  |         |
| 1)   |                   |                            |       |           |                              |                                  |         |
| 2)   |                   |                            |       |           |                              |                                  |         |
| 3)   |                   |                            |       |           |                              |                                  |         |
| 4)   |                   |                            |       |           |                              |                                  |         |
| 5)   |                   |                            |       |           |                              |                                  |         |
| <b>B OTHER STATE ELECTRICITY BOARD's:</b>        |                   |                            |       |           |                              |                                  |         |
| 1)   |                   |                            |       |           |                              |                                  |         |
| 2)   |                   |                            |       |           |                              |                                  |         |
| 3)   |                   |                            |       |           |                              |                                  |         |
| 4)   |                   |                            |       |           |                              |                                  |         |
| 5)   |                   |                            |       |           |                              |                                  |         |
| <b>C PRIVATE FIRMS:</b>                          |                   |                            |       |           |                              |                                  |         |
| 1)   |                   |                            |       |           |                              |                                  |         |
| 2)   |                   |                            |       |           |                              |                                  |         |
| 3)   |                   |                            |       |           |                              |                                  |         |
| 4)   |                   |                            |       |           |                              |                                  |         |
| 5)   |                   |                            |       |           |                              |                                  |         |

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ANNEXURE – IV

DEVIATIONS IF ANY TO BE FURNISHED IN THIS ANNEXURE ONLY AND TO BE SUBMITTED WITH TECHNICAL BID.

|       |                              |
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**FORMAT FOR VENDOR REGISTRATION**

1. (a) Name of the factory / firm :
- (b) The date of commencement of production :
2. Address of the factory / firm :
3. Address of the registered Office :
4. Whether Proprietary Pvt. Ltd. Or Public Ltd. :
5. Name of the Directors / Tender / Partners :
6. Total Investment excluding Loan Capital (Please attach Certified true copy of the latest balance sheet) :
7. Loan Capital :
8. Product / product manufactured and or assembled traded. :
9. Area of land occupied by the factory :
10. Built up area of the factory :
11. No. Of Shifts in the factory :
12. (a) Factory License No. :
- (b) Small Scale Certificate No. :
- (c) Value of Plant and Machinery certified by SSI in case of SSI Units, alongwith the date of assessment of said value. :
13. Whether the product manufactured carry ISI mark (Please Specify YES / NO.) :
14. Whether registered with other Electricity Board GUVNL (Formerly GEB)DGS&D, Other Govt. & Semi-Govt.Deptt. & Validity thereof :

|       |                              |
|-------|------------------------------|
| Date: | Seal & Signature of Tenderer |
|-------|------------------------------|

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15. Details of machinery installed with their capacities. :

16. Details of testing equipment with their capacities. :

17. (A) Qualified personnel's working in the Factory / Office, their academic qualifications and Experience. :

| a) Managerial              | Name | Qualifications | Experience |
|----------------------------|------|----------------|------------|
| b) Production / Work staff |      |                |            |
| c) Quality Control staff   |      |                |            |

(B) Other personnel's working in the factory and their experience :

- i) Skilled
- ii) Unskilled
- iii) Other

18. Is testing record maintained and if so, since when :

19. Method adopted for Quality control :

20. Is the person in charge of quality Control Independent of production control :

21. Distinguished marks or methods employed to identify their, material if any. :

22. Source of supply of Raw material :

23. (a) Production Capacity per annum (in quantity as well as value) :

(b) Maximum production per annum (in quantity as well as value) achieved so far :

24. (a) Orders executed (lists of important orders showing the quantity, value to be attached) in the last 2 years, which details of name of purchaser, Purchase Order No. & date, material supplied etc. :

|       |                              |
|-------|------------------------------|
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- (b) Please confirm whether your firm is stop  
dealed / blacklisted by UGVCL form any of  
the offices. This is a must.
- (c) Total turnover for last 3 years :  
individually.
25. Estimate of stocks of raw material held :  
and the estimated Production on single  
shift basis from the stock so available.
26. Result of sample Testing :
27. Whether the firm possesses ISO 9001 / ISO 9002 Certificate:
28. Remarks:

Date:

Seal & Signature of Tenderer

Corporate office: - Visnagar Road, Mehsana -384001

Phone no.(02762) 222080-81

Fax no. (02762) 223574/236256

Web Site: [www.ugvcl.com](http://www.ugvcl.com)

## DOCUMENT

Following documents whichever applicable are to be attached in Duplicate

- 1) Partnership Deed or Article of Association
- 2) Latest Audited Balance Sheet
- 3) Factory License
- 4) Registration Certificate
- 5) ISI License
- 6) List of Machinery
- 7) List of Testing equipment's
- 8) List of Orders executed
- 9) ISO 9001 / ISO 9002 Certificate Details:

.....

Date:

Seal & Signature of Tenderer

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**DETAILS OF THE FIRM**

**Tenderer may MANDATORILY fill all the details in this form.**

(These details are necessary to create the database of suppliers)

|   |                   |  |                           |
|---|-------------------|--|---------------------------|
| Supplier Name   |                   |  |                           |
| Within Gujarat / Outside Gujarat  |                   |  |                           |
| Pvt. Firm / Public Ltd. / State Govt. Under taking / Central Govt. undertaking                    |                   | (Indicate the relevant status)                   |                           |
| Supplier Category   |                   | Manufacturer/Trader                              |                           |
| Vendor Registration Letter No. & Date<br>(If registered and Letter issued by GUVNL(Formerly GEB)) |                   |  |                           |
| Vendor Registration Fee   |                   | Paid / Not Paid (Tick any one, for New Entrants) |                           |
| Vendor Registration Date  |                   |  |                           |
| Vendor Registration Validity Period   |                   | From Date _____ to Date _____                    |                           |
| GST No. and GST Date  |                   |  |                           |
| CST No. and CST Date  |                   |  |                           |
| Excise No. and Excise Date  |                   |  |                           |
| SSI Certificate No. and Date  |                   |  |                           |
| NSIC Certificate No.(Should be revalidated since last 3 yrs.)                                     |                   |  |                           |
| NSIC Certificate Date.  |                   |  |                           |
| Whether under NSIC scheme. If Yes then Monetary limit.  |                   | Rs.  |                           |
| Custom No. and Date (If applicable)   |                   |  |                           |
| License Type (ISO9001/9002)   |                   | ISO 9001 / ISO 9002 (Tick Applicable)            |                           |
| License Validity Period   |                   | From Date _____ to Date _____                    |                           |
| Address of  | Registered Office | Factory Works                                    | Authorized Representative |
| Contact person name   |                   |  |                           |
| Designation   |                   |  |                           |
| Address   |                   |  |                           |
| City & Pin code   |                   |  |                           |
| State   |                   |  |                           |
| Country   |                   |  |                           |
| Phone Nos.(Office)  |                   |  |                           |
| Phone Nos.(Residence)   |                   |  |                           |
| Fax Nos.  |                   |  |                           |
| STD Code.   |                   |  |                           |
| Mobile No.  |                   |  |                           |
| Web site address  |                   |  |                           |
| Email-id  |                   |  |                           |

|       |                              |
|-------|------------------------------|
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(UGVCL)

**AGREEMENT**

(1/2)

This agreement is made at MEHSANA the \_\_\_\_\_ day of \_\_\_\_\_ in the Christian year Two Thousand \_\_\_\_\_ between \_\_\_\_\_ having their Office at \_\_\_\_\_ (hereinafter referred to as "THE CONTRACTOR" which expression shall unless excluded by or repugnant to the context include its successors or permitted assigns) of the one part and the Uttar Gujarat Vij Company Limited having their Corporate office, at: Visnagar Road, Mehsana -384001 (hereinafter called "The UGVCL" which expression shall unless excluded by or repugnant to the context include its successors or assigns) of the other part.

"WHEREAS" the aforesaid UGVCL has accepted the tender of the aforesaid contractor for \_\_\_\_\_ as per UGVCL Order No. \_\_\_\_\_ dated \_\_\_\_\_ hereinafter called "The Works" and more particularly described enumerated or referred to in the specification, terms and conditions prescribed in the order letter, covering letter and other letters and schedule of price which for the purpose of identification have been signed by Shri \_\_\_\_\_ on behalf of the Contractor and by \_\_\_\_\_ on behalf of the UGVCL a list whereof is made out in the Schedule hereunder written and all of which said documents are deemed to form part of this contract and included in the expression "The Works" wherever herein used, upon the terms and subject to the conditions hereinafter mentioned.

AND WHEREAS THE COMPANY has accepted the tender of the contractor for the said works for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) upon the terms and subject to the conditions herein mentioned.

NOW THIS AGREEMENT WITNESSES AND IT IS HEREBY AGREED AND DECLARED THAT.

1. The contractor shall do and perform all works and things in this contract mentioned and described or which are implied therein or there from respectively or are reasonably necessary for the completion of the works as mentioned and at the times in the manner and subject to the terms conditions and stipulations contained in this contract and in consideration of the due provision executions and completion of the works agreed by the contractor as aforesaid, the UGVCL both whereby covenant with the Contractor to pay all the sums of money as and when they become due and payable to the contractor under the provisions of the contract. Such payments to be made at such times and in such manner as are provided by the contract.
2. The conditions and covenants stipulated herein before in this contract are subject to and without prejudice to the rights of the UGVCL to enforced penalty for delays and/or any other rights whomsoever including the right to reject and cancel on default or breach by the contractor of the conditions and the covenants as stipulated in the general conditions, specification, forms, or tender schedule, etc. attached with UGVCL Order No. \_\_\_\_\_ dated \_\_\_\_\_. The contract value, extent of supply delivery dates, specifications, and other relevant matters may be altered by mutual agreement and if so altered shall not be deemed or construed to mean or apply to affect or alter other terms and conditions of the contract and the general conditions and the contract so altered or revised shall be and shall always be deemed to have been subject to and without prejudice to said stipulated.

|       |                              |
|-------|------------------------------|
| Date: | Seal & Signature of Tenderer |
|-------|------------------------------|

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**AGREEMENT**

(2/2)

List of documents forming part of the contract.

- 1.
- 2.
- 3.

In witness whereof the parties hereto have set their hands and seals this day and month year first above written.

1. Signed, Seals and delivered by:

\_\_\_\_\_  
For and on behalf of M/s. \_\_\_\_\_

COMPANY'S SEAL

In the presence of

1)

2)

2. Signed, sealed and delivered by

\_\_\_\_\_  
For and on behalf of Uttar Gujarat Vij Company Limited Corporate office, Visnagar Road, Mehsana -384001.

In the presence of  
Name and Address :

(i) \_\_\_\_\_,  
\_\_\_\_\_

(ii) \_\_\_\_\_,  
\_\_\_\_\_

Date:

Seal & Signature of Tenderer

Corporate office: - Visnagar Road, Mehsana -384001