

*Save Energy for Benefit of Self and Nation*



# **Uttar Gujarat Vij Company Limited**

CIN - U40102GJ2003SGC042906  
(A subsidiary of Gujarat Urja Vikas Nigam Limited)

**Mehsana Circle Office, Visnagr Road, Mehsana PH. No222423 Fax No.223057**

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## **TENDER**

For the work of

[Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021](#)

PURCHASE REQUISITION No:433659

RFQ No: 61876



# Uttar Gujarat Vij Company Limited

CIN - U40102GJ2003SGC042906  
(A subsidiary of Gujarat Urja Vikas Nigam Limited)

Mehsana Circle Office, Visnagr Road, Mehsana PH. No222423 Fax No.223057

Name of work: Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

Tender documents for Tender Notice No.: **MSN-CO/134/2020** for Works contain following

## Tender Page Sr. No 1 to 31

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1	Tender Notice	3	5	3 Pages
2	Section-C (Details of firm)	6	7	2 Pages
3	General Instruction to Tenderers	8	9	2 Pages
4	Criteria for Prequalification	10	0	1 Pages
5	Conditions of Contract	11	14	4 Pages
6	Appendix- I	15	0	1 Pages
7	Appendix- II	16	0	1 Pages
8	Notes for the guidance of contractor	17	0	1 Pages
12	Safety rules (Annexure-1)	18	21	4 Pages
11	Terms & conditions regarding Industrial laws ( Annexure-2)	22	24	3 Pages
12	Details Technical Specifications (Annexure-3)	25	27	3 Pages
13	Performa of bank guarantee for security(Annexure-4)	28	29	2 Pages
	<b>PRICE BID</b>			
14	Schedule 'B' separate sheet	1	2	2 Pages
			<b>Total</b>	<b>31Pages</b>

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana



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Superintending Engineer, CO, Mehsana invites On-line Tenders for the following work. Tender Papers & Specifications may be down loaded from Web site <https://ugvcl.nprocure.com> (To view, down load and on-line submission) and UGVCL web site [www.ugvcl.com](http://www.ugvcl.com)(To view & down load only). Tender fee may be paid along with submission of tender and its receipt to be kept in the cover containing EMD, 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 only addressed to Superintending Engineer, UTTAR GUJARAT VIJ COMPANY LTD.,Circle Office,Visnagar Road, Mehsana : 384 001 ( NG). "NO COURIER SERVICE OR HAND DELIVERY" will be allowed. The Agency must have registration in appropriate class with the UGVCL/GUVNL & its subsidiary companies/Central/State Govt/Railway or Semi Govt.deptt. and have executed work of similar nature and magnitude successfully as per work experience criteria, prior to the date of opening of technical bid of the tender.

1	Tender no.	<b>MSN-CO/134/2020</b>
2	Description:	Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021
3	Estimated Cost:	Rs. 08,26,265.30 + 18% GST = Rs. 09,74,993.05
4	Tender fees:	Rs. 500.00+ 90.00(GST)=590.00 (Non-refundable)
5	EMD:	Rs. 9,800=00
6	Time limit of work:	...12... months
7	Appropriate class:	"E2" and above
8	Validity of tender:	120 days from the date of opening of Technical Bid
10	Online Preliminary, Technical & Price bid i.e. On line(e-tendering ) tender/offer submission last date (This is mandatory)	Date:21.12.2020 Up to 18.00 Hrs
11	Relevant documents (By Registered Post A.D. or Speed Post only) submission date	On or before date 23.12.2020 Up to 18.00 Hrs
12	Date of opening of Tender fee, EMD cover and Technical Bid physical as well as online	Date: 24.12.2020 up to 12.00 Hrs
13	Date of On line Opening of Price Bid (Tentative, if possible)	Date: 24.12.2020 up to 16.00 Hrs

## IMPORTANT:

(a) Demand Draft/Money receipt for Tender Fee & EMD, BG for EMD if applicable, valid registration certificate and valid solvency certificate shall be submitted in electronic format only through on line (by scanning) while uploading the bid. This submission shall mean that E.M.D. & Tender fee, valid registration certificate and valid solvency certificate are received for



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purpose of opening the bid. Accordingly offer of those bidders shall be opened whose documents are received electronically. However, for the purpose of realization of D.D., bidder shall send D.D. in original through R.P.A.D. or Speed post only so as to reach the office of the Tender inviting authority -- within 7 days from last date of receipt of on line tender i.e. on or before **10-12-2018**.

**(b) Tender is invited in two bid system. Bidder has to submit the two bids, i.e. technical and Price bid. Technical bid cover must contain two cover. 1. EMD cover and 2. Technical bid cover. EMD cover should contain DD/B.G./Receipt of tender fee and EMD and technical bid cover should contain Valid PWD/UGVCL Registration certificate of appropriate class, EPF certificate, Solvency certificate as demanded, List of orders executed in last three years, List of work orders on hand, details of personnel etc.. Bidders have to submit Technical Bid in hard copy, while Price Bid/Schedule-B in electronic format only on nprocure web site after digitally signing the same. Offers which are not digitally signed will not be accepted. Offers in physical form will not be accepted in any case.**

**(c) All the relevant documents as mentioned overleaf under the heading "EMD cover must contain the following" are also to be submitted physically in sealed cover within 07 days from last date of receipt of on line tender i.e. on or before 10-12-2018. All such documents should be strictly submitted by RPAD/Speed post only otherwise the offer will not be considered and any further communication in the matter will not be entertained. EMD cover of technical bid cover shall be open first and bidder, who satisfies the tender fee and EMD criteria, their technical bid only shall be opened for further evaluation.**

**(d) Any deviation found in Data/Details/Documents between on-line offer (e-tendering) and physically submitted documents of bidder, offer of the same bidder will not be considered and further communication in the matter will not be entertained.**

**(e) The Price bid of those bidders, who are technically qualified shall only be opened. After technical bid is opened, for modification, if any, all shall be given equal chance.**

**(e) Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India OR can contact (n) code solution – a division of GNFC Ltd., who are licensed certifying Authority by Govt. of India.**

Any technical questions, information & clarification that may be required pertaining to this inquiry should be referred to Superintending Engineer, Uttar Gujarat Vij Company Ltd. Circle Office, Visnagar Road Mehsana -384001

If UGVCL feels that there is lack of serious competition or any other reasons, UGVCL may negotiate with L-1 party.

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

Notes:

1.	Seal and signature at Annexure is MUST.
2.	EMD COVER MUST CONTAIN THE FOLLOWING :
2.1	Details & documents of tender fee.
2.2	Details & documents for EMD
3	Technical bid cover must contain following:
3.1	Valid registration certificate of appropriate class
3.2	List of orders executed in last three years (including works executed in UGVCL) along with copies of satisfactory completion certificate obtained from respective department



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3.3	List of works tendered / in hand works along with copies of orders
3.4	EPF certificate
3.5	Solvency certificate of Rs. <b>01 lacs &amp; above</b>
3.6	Details of personnel
3.7	Details of tools and tackles, owned and available for using in this work
3.8	Quote Rate of GST & Cess applicable in ___ %age & GST registration number

- In absence of any of the above, the tender of the party will be considered at the discretion of the UGVCL.

3.	See "Notes for qualification" in Technical bid of tender carefully.
4.	Security Deposit The security deposit is applicable as per clause no (2) of Condition of Contract.
5.	Time Limit Time limit for the completion of work is 12 months, from the date of written order to commence work.
6.	In case 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 any reason thereof.
7.	DELAYED AND LATE TENDERS :- NO TENDER AND SAMPLE 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 / SAMPLE. ANY CORRESPONDANCE IN THIS MATTER WILL NOT BE ENTERTAINED.

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL, CO, Mehsana

Name of work: Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

SECTION 'C'

TENDER NOTICE No : **MSN-CO/164/2018 SR.NO:25**

Details of Firm:



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- 1 Name of the organization/ firm :
- 2 Address of Registered Office with telephone /telex Nos. & telegraphic :  
address. Mobile Number.
- 3 Address of the office that would handle This proposed work :  
telephone/ telex Nos. and telegraphic address.
- 4 Nature of the Organization viz whether sole Proprietor, partners, pr :  
limited, semiGovt. etc.
- 5 Names, address, telephone nos& Mobile :  
Number of officer & residential of..
  - (i) Chairman/ Managing Director :
  - (ii) General Manager :
  - (iii) Chief Project Engineer/ Manager :
  - (iv) Contract Engineer/ Manager. :
- 6 Details of Registration of Organization/ firm. :
- 7 Adequate and satisfactory evidence to Indicate financial capabilit :  
organization/Firm to undertake the proposed work withNames of Bar  
and their full address.
- 8 Audited profit and loss accounts and balanceSheets/ certified income :  
expenditure accounts from a Chartered Accountant,. Annual Reports  
the latest income tax  
Clearances certificate.
- 9 Details of similar jobs executed in execution Within the last three yea :  
the firm Organization.

Sr	Nature of work	Value of work	When completed and taken	Client	Remarks



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10. List of technical personal plant and Equipment available with the firm :
- 11 List of technical personal plant AND Equipment to be deployed for the work :
- 12 Any other technical details etc. to Elaborate upon : organization firm's Competence to execute his work.
- 13 Income Tax Pan : :

Place :

Seal of company.

Signature :

Designation :

Company :

Date :

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana

**Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021**

## **::General Instructions to Tenderers ::**

- 1.0 Tender is invited in two bid system. Bidder has to submit the two bids, i.e. technical and Price bid. Technical bid cover must contain two cover. 1. EMD cover and 2. Technical bid cover. EMD cover should contain



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- DD/B.G./Receipt of tender fee and EMD and technical bid cover should contain Valid PWD/UGVCL Registration certificate of appropriate class, EPF certificate, Solvency certificate as demanded, List of orders executed in last three years, List of work orders on hand, details of personnel etc.. Bidders have to submit Technical Bid in hard copy, while Price Bid/Schedule-B in electronic format only on nprocure web site after digitally signing the same. Offers which are not digitally signed will not be accepted. Offers in physical form will not be accepted in any case. For Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2019 from the contractors/firms who have executed works of similar nature and magnitude successfully and who are registered under appropriate class.
- 2.0 Tenders documents are in two bids system i.e. "Technical Bid" and "Price Bid".
- 2.1 Technical bid is to be submitted in a separate sealed envelope and super scribing the envelope as "Technical Bid". Technical bid should be submitted with documents as under, failing which tender is liable for rejection.
- (i) Solvency certificate issued from any Nationalized Bank amounting to Rs 1,00,000.00.( One lacks rupress only)
  - (ii) Separate EPF code No. allotted by RPFC.
  - (iii) Registration certificate in appropriate class as contractor in PWD/Irrigation/ Central Govt. undertaking/ State Govt. undertaking.
  - (iv) Latest income tax clearance certificate.
  - (v) Valid Labour License for a period for which contract is entrusted and for extended period if any.
  - (vi) Experience certificate as per requirement in Annexure-A.
  - (vii) Group Insurance A copy of the insurance policy of the insured Labourer's under W.C. Act.
  - (viii) Details of equipments available with the tendered as per Annexure-A.
- The above documents should be submitted in SCAN copies along with technical bid.
- 3.0 Bidders should complete the tender documents in all respects and they are to be signed with Company's seal on all pages.
- 4.0 The bidders shall submit their offer without any deviations in general terms and conditions of the contract or in Technical specification/ Items. Tenders of such departing may also be rejected. Incomplete and conditional tenders shall not be considered.
- 5.0 UTTAR GUJARAT VIJ CO. LTD. reserves the right to split up the work covered in the scope of this contract amongst more than one contractor.
- 6.0 The rates shall be quoted both in words and figures as per unit specified in schedule-"B" in case of any discrepancy between the rates quoted in words & figures, rate quoted in words will prevail.
- 7.0 Intending bidders should submit their tenders after studying all tenders documents carefully and visiting the site for satisfying themselves of actual site conditions, location and accessibility of site and nature, extent of the work involved etc.  
Submission of tenders implies that bidders have obtained all necessary information and other data's required for executing the work. No claim for extra charges on account of any misunderstanding or otherwise will be allowed.
- 8.0 All approaches to the site shall be in the scope of bidders.
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- 9.0 Bidders will not be allowed to give sub-contract of the works awarded to him for any, reasons what so ever without permission of the Engineer-in-charge.
- 10.0 In the experience certificate, contractor has to furnish the details of similar works executed by him along with the list of equipments, tools and tackles and manpower available with him along with the details of the same, which he intends to deploy on site of the work.
- 11.0 After opening of "Technical bid" no revised price bid from any bidders will be accepted.
- 12.0 Price quoted shall be firm, till overall completion of the work, under contract and there will not be any price escalation.
- 13.0 Date of opening of "Price Bid" will be intimated later on to those Bidders who are qualified in technical bid. "Price bid" of only qualifying bidders on the basis of Technical bid shall only be opened. Price bid of bidders, who are not qualified technically as per requirement of technical bid shall not be opened. The decision of UGVCL in the matter will be final and no any claim will be entertained in this regard.
- 14.0 Offers shall be valid for the period of 120 days from the date of opening of price bid. Tenders shall not withdraw tenders during the validity period, failing which their EMD shall be forfeited during the said period of 120 days.
- 15.0 All the works shall be carried out as per specifications attached with the tender and relevant Indian Standard issued by Bureau Indian Standards. All materials procured should be confirming to relevant Indian Standard issued by Bureau of Indian Standard.
- 16.0 Tenders, which do not fulfill all or any of the conditions of the tender of incomplete in any respect, are liable to rejection.
- 17.0 UTTAR GUJARAT VIJ COMPANY LTD. reserves the right to reject any or all the tenders without assigning any reason thereof.

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana

Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

## **:: CRITERIA FOR PREQUALIFICATION ::**

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**Name of Work:- Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021.**

The following credentials are preferably required to consider the bid, technically qualified.

- 1] Details of similar jobs carried out in the name of his own firm of similar type in nature and magnitude along with documentary evidence such as satisfactory completion certificates / ongoing works from respective authorities etc. as per Schedule-I attached herewith. The documents should be attested,
- 2] Details of required machinery in his own possession and will deploy for this work, if the order will be issued, along with documentary evidence etc. as per Schedule-II attached herewith.

**Signature of Contractor**

**Name, Seal Stamp.**

**Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021**

## **CONDITION OF CONTRACT**

### **1. SCOPE:**

The scope of work consists of execution of work as per tender condition, general safety clause and detailed specification mentioned in the tender documents & item description of Schedule-B.

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Regd. & Corporate office: Visnagar road, Mehsana-384001 (North Gujarat)  
Phone No. 02762-222080-81 Fax no. 02762-223574  
Website: [www.ugvcl.com](http://www.ugvcl.com) E-Mail: [corporate@ugvcl.com](mailto:corporate@ugvcl.com) /



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The areas/ buildings generally covered here under for cleaning work are as under:

**Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2020.**

The areas for cleaning shown above are for guide line purpose & Engineer in charge may change the same at his own desecration which shall be binding to the contractor. The contractor shall execute each item as per the priority suggested by Engineer-in-charge. The sufficient labours shall be engaged to carry out the cleaning work as per instructions.( Minimum 01 supervisor + 03Labours required for full Day )

## 2. SECURITY DEPOSIT :

The contractor shall pay total 5 % of the contract value as security deposit by Cash OR in form of DD in favour of "Uttar Gujarat Vij Company Limited" OR in form of Bank Guarantee. UGVCL will accept DD/BG of any Nationalized Bank, Scheduled Bank, Public Sector Banks & approved Private Sector Banks authorized to undertake Government business as notified at present and amended time to time by Government. UGVCL will not accept DD/BG issued by Co-operative Bank. The contractor shall pay total 5% of contract value as Security Deposit within 10 days of the issue of Letter of Intent / Letter of Acceptance. The work order will be issued only after payment of full SD amount at 5% of contract value as above.

The security deposit will be released by producing No objection Certificate from concern Office on completion of maintenance period or passing of final bill whichever is later.

## 3. TIME LIMIT

The time limit for completion of entire work is Twelve (12) calendar months from the date of commencement of the work.

## 4. EXTENSION OF CONTRACT:

UGVCL reserve the right to extend the order up to further duration of 02 (Two) months with proportionate increase in order quantity at the same rate , terms and conditions.

## 5. PENALTY for UNSATISFACTORY WORK/ENGAGEMENT OF WORKERS: If the contractor fails to carry out the work as per specifications/ tender terms, penalty will be imposed as under:

- If the contractor fails to provide 01 supervisor and 03labours for full day, the appropriate recovery from his RA bills should be made on pro-rata basis as decided by UGVCL authority.
- If the contractor fails to carry out the work as per specifications, the appropriate reduced rate will be paid for unsatisfactory executed work as decided by UGVCL authority.
- UGVCL shall have right to carry out cleaning work from other agency at the risk and cost of contractor in case of default of contractor for non execution of work will be charged as penalty as well as cost paid to other agency by whom cleaning work got executed till the work executed by you.



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## ➤ **Taxes and Duties:**

- The new tax of Goods & Service Tax (GST) as applicable as per new tax reform by government shall be abided to Contractor. GST registration number is mandatory for all bidders, unless the bidder has opted for Composition Scheme under GST Act, which should be clearly indicated in the price bid.
- The prices should be quoted exclusive of Goods & Service Tax (GST). The bidder should mention %age of GST clearly in Schedule-B.
- The bidder has to quote GST registration number & date in all bills. As per Government of Gujarat directives, while evaluating your offer the incidence of GST will not be loaded.
- The 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 and % 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).
- 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. COMPANY 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.
- Supplier/Contractor should charge GST in Invoice at the rate as agreed to / mentioned 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 UGVCL's statutory variation clause shall apply.
- **STATUTORY VARIATION:**
- Any statutory increase or decrease in Goods & Service Tax (GST) subsequent to suppliers offer if it takes place within the original contractual delivery date will be to the UGVCL 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.

## 7 **INSURANCE:**

The contractor shall make arrangement at his own cost for insurance of his labourers and equipments etc. The UGVCL will not be responsible for any loss or damage to contractor's personnel and equipments.

## 8 **AGREEMENT:**

Regd. & Corporate office: Visnagar road, Mehsana-384001 (North Gujarat)  
Phone No. 02762-222080-81 Fax no. 02762-223574  
Website: [www.ugvcl.com](http://www.ugvcl.com) E-Mail: [corporate@ugvcl.com](mailto:corporate@ugvcl.com) /



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As per Company rules, you will have to enter into an agreement with the UGVCL on stamp paper of appropriate value in the prescribed Performa within ten (10) days of receipt of this work order.

The cost of stamp fees shall be borne by you. The tender with the specification, price schedules and contract document are to be signed by you. This letter and subsequent correspondence shall be deemed to be part of the contract. The payments of R.A. bills will be made only after the execution of the agreement.

## 9. TERMS OF PAYMENTS:

Payment will be made by running account bill in triplicate **quoting Order no, GST No. and other supporting documents** shall be submitted by the contractor each month on or before the date fixed by the Engineer-in-charge of concerned to the Superintending Engineer, UGVCL,CIRCLE Office, Mehsana circle office, for all works, executed in the previous month and the Engineer-in-charge shall take or cause to be taken the requisite measurement for the purpose or having the same verified and the claim so far as it is admissible, shall be adjusted, if possible, within 30 (thirty) days from the presentation of the bills with required documents for payments. If the contractor does not submit the bill, within the time fixed, as aforesaid, the Engineer-in-charge may depute a subordinate to measure the said work in the presence of the contractor or his duly authorized agent, whose counter signature in the measurement shall be sufficient warrant and the Engineer-in-charge may prepare a bill from such list which shall be binding on the contractor in all respects.

## 10. Mode of Payment:

You have to submit the confirmation/details for payment to be received through RTGS / NEFT option duly confirmed by bank as per attached format against bills pursuant to the work order issued by UGVCL. The payment against bills will be made within 30 (thirty) days by concerned circle office after submission of bills along with all the required supporting documents in all respects including "Recoveries", directly to bidders specified bank account after deducting TDS for Income tax, WCT etc.

## 11. GENERAL TERMS & CONDITION:

All the terms and condition of contract enumerated in tender specifications & commercial conditions mentioned in Web Tender will apply for carrying out this work. Whenever the terms and conditions mentioned in Web Tender conflict with those stated herein, latter shall prevail over former.

## 12. SPECIAL CONDITIONS OF CONTRACT:

All the special conditions of contract "GUJARATI ALPHABETS" enumerated in tender terms and conditions mentioned in Tender will apply for carrying out this work. Whenever the terms and conditions mentioned in Web Tender conflict with those stated herein, later shall prevail over former.

## 13. SAFETY CODE & MEASURES:

The work to be carried out observing safety code and measures enumerated in tender terms & conditions in "GUJRATI ALPHABETS" as per **Annexure-1**.



# Uttar Gujarat Vij Company Limited

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**14. LABOUR LAWS:**

The contractor shall have to strictly adhere to the Labour laws as prescribed by UGVCL and enumerated in Tender as per Annexure-2 regarding license, payments, insurance, liabilities, pension scheme, provident fund, leave facilities, compensation on account of accident etc for laborers/persons engaged by them during the execution of this work.

**15. DETAILED SPECIFICATION:**

The cleaning work to be carried out as per detailed specifications attached as Annexure-3.

**16. ARBITRATION:**

ALL QUESTIONS, DISPUTES OR DIFFERENCES, WHATSOEVER WHICH MAY AT AN TIME ARISE BETWEEN THE PARTIES TO THIS CONTRACT IN CONNECTION WITH THE CONTRACT OR ANY MATTER ARISING OUT OF OR IN RELATION THERE TO, SHALL BE REFERRED TO THE "GUJARAT PUBLIC WORKS CONTRACTS DISPUTES ARBITRATION TRIBUNAL" AS PER THE PROVISIONS OF THE GUJARAT PUBLIC WORKS CONTRACTS DISPUTES ARBITRATION TRIBUNAL ACT, 1992.

**The reference to arbitration proceedings under this clause shall not:**

- Affect the right of the Engineer-in-charge to take possession of all or any tools, plants, materials and stores, in or upon the work or site thereof or belonging to the contractor or procured by him and intended to be used for the execution of the work or any part thereof.
- Preclude the Engineer-in-charge from utilizing the materials purchased by the Contractor in any work or from removing such materials to other place, during the period the work is stopped or suspended in pursuance of notice given to the contractor under General Conditions.
- Entitle the contractor to stop the progress of the work or carrying out the additional or altered work in accordance with the provision of General Conditions for the work where there is no specification.
- Preclude the UGVCL from getting the work done by another agency.

Neither party is entitled to bring a claim to arbitration latest by the thirty days after the expiration of the defects liability period.

The provisions of the Arbitration & conciliation Act, 1996, Gujarat Public Works Contract Disputes Arbitration Tribunal Act, 1992 and rules made there under shall apply to the arbitration proceeding under this clause.

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana

**Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021**

**:: APPENDIX- "I" ::**

**: BIDDER'S EXPERIENCE:**

**(To be furnished in Technical bid)**

Sr No	Name and description of Work and W.O. No.	Value of work	Contractual period & Date of completion	Client/ Authorities.
1	2	3	4	5

Regd. & Corporate office: Visnagar road, Mehsana-384001 (North Gujarat)

Phone No. 02762-222080-81

Fax no. 02762-223574

Website: [www.ugvcl.com](http://www.ugvcl.com)

E-Mail: [corporate@ugvcl.com](mailto:corporate@ugvcl.com) /

Save Energy for Benefit of Self and Nation



# Uttar Gujarat Vij Company Limited

CIN - U40102GJ2003SGC042906  
(A subsidiary of Gujarat Urja Vikas Nigam Limited)

Mehsana Circle Office, Visnagr Road, Mehsana PH. No222423 Fax No.223057

--	--	--	--	--

Signature & Name

Seal of Company

Designation

Date :

Company & Address

Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021.

:: APPENDIX- "II" ::

: LIST OF PLANT MACHINERY AND EQUIPMENTS:  
(To be furnished in Technical bid)

Sr No	Type & Description of Equipment	Nos. the bidder has in Possession	Nos. he proposes to bring to the site.	Capacity/ description.
-------	---------------------------------	-----------------------------------	--	------------------------

Regd. & Corporate office: Visnagar road, Mehsana-384001 (North Gujarat)  
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1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				

Seal of Company

Signature & Name

Date:

Designation

Address

Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

### Notes for the guidance of Contractor

1. All the columns in schedule be filled in INK.
2. Rates quoted include clearance of site (prior to Commencement to work and after completion of work ) in all respects and hold good for work under all condition, site weather etc.
3. The quantities given in Schedule "B" are approximate.





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4. Certain minor changes may be incorporated during construction and as a result, there may be increase or decrease in the above stated quantities. In such an event, it should be noted that the contractor should not claim anything extra. These will be paid on the basis of actual quantities executed.
5. The rate shall be quoted both in words and figures as per units specified in the schedule "B" should there be any discrepancy the rate quoted in words and figures rate quoted in words shall prevail.
6. Tender received without experience certificate, solvency certificate issued by Nationalized bank will not be considered.
7. Tender will be received by R.P.A.D.
8. Further should thereby any discrepancy between rate and amount the unit rate will prevail.
9. EMD receipt should be put in separate cover with the Tender.
10. The works shall be executed as per General technical specifications for "Building works" or "Road works " as the there may. The specification booklet shall be part of contract agreement.

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana

Name of work:Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

ANNEXURE-1

// ઉત્તર ગુજરાત વીજ કંપની લી. //

: વર્તુળકચેરી, મહેસાણા :

કોન્ટ્રાક્ટરોએ પાળવાના સલામતિના સામાન્યનિયમો :



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- નીચે જણાવેલ સલામતિના સામાન્યનિયમોનું દરેક કોન્ટ્રાક્ટરોએ ચુસ્તપણે પાલન કરવાનું રહેશે. તેમના વર્ક કોન્ટ્રાક્ટ હેઠળ કાર્ય કરતી દરેક એજન્સી/કામદારોને સદરહુ નિયમોથી વાકેફ કરવા તેમજ કાર્ય દરમ્યાનનિયમોનું પાલન કરવામાં આવે તેનું ધ્યાન રાખવું
- દરેક કાર્ય કામને અનુરૂપ યોગ્ય લાયકાત ધરાવતી અનુભવી અથવા જે તે કાર્ય ાટે ખાસ તાલીમ અપાયેલ માણસોને જ કામ પર લેવા/રાખવા જેથી અકસ્માતો ઘટે.
  - ભયજનક પદાર્થો, મશીનરી તથા વિસ્તાર કે જેના ઉપર ચેતવણી દર્શાવેલ હોય અથવા મુકેલ હોય ત્યાં અથવા તેના પર કામ કરતા પહેલા સંપુર્ણ સલામતિના પગલાં લેવા અને જરૂરી "લાઈનકલીયર" અથવા "પરમીટ" કે વર્ક સંબંધિત સેક્શન/ડીપાર્ટમેન્ટમાંથી અથવા તેમના ધ્વારા સક્ષમ અધિકારી પાસેથી મેળવી લેવી અને ત્યારબાદ જ કામ ચાલુ કરવું.
  - વેલ્ડીંગ, ગેસ, કટીંગ, ફરનેસ હીટીંગ તથા અન્ય હોટવર્ક જોબ (કે જેમાં સ્પાર્ક ગરમી વિ.પેદા થાય) કરતા પહેલા કામની જગ્યાની આજુબાજુ કોઈ આગ પકડીલે તેવું મટીરીયલ પડેલ હોય તો ખસેડી નાખવું અને / અથવા ઠીકી દેવું, ટુંકમાં આવા કાર્યો ધ્વારા આગ ન લાગે તે માટેના સંપુર્ણ સલામતિના પગલાં લેવાં ઉપરોક્ત પ્રકારના હોટવર્ક— જોબ ચાલુ કરતા પહેલા સંબંધિત સેક્શન/ડીપાર્ટમેન્ટને જાણ કરવી અને "હોટવર્ક પરમીટ" સક્ષમ અધિકારી પાસેથી મેળવી લેવી ઉપરાંત આવા કાર્ય દરમ્યાન આગ નિયંત્રણના સાધનો જેવા કે અગ્નિશામક યંત્રો, રેતીની બદલીઓ, પાણીની બાલદીઓ વગેરે હાજર રાખવા. આગની શક્યતાઓ વધારે પડતી જણાય તો ફાયર સેક્શનને અગાઉથી જ જાણ કરવી કે જેથી યોગ્ય પગલા લઈ શકાય અથવા ફાયર વોચ રાખી શકાય.
  - કોઈપણ કન્સ્ટ્રીક્શન સ્પેસ (સાંકડી જગ્યા બંધ જગ્યા અથવા તો તેવી જગ્યા કે જ્યાં હોવાની અવરજવર નહિવત હોય અથવા તદ્દન ન હોય) ની અંદર તેમજ વેસલ્સની અંદર કામ કરવા જવા માટેની જરૂરી 'કન્સ્ટ્રીક્શન સ્પેસ/વેસલ્સ એન્ટ્રી પરમીટ' સંલગ્ન ખાતા તરફથી મેળવી લેવી અને ત્યારબાદ અંદર જવું અને અંદર કામ ચાલુ કરવું.
  - આવી સ્પેસ/વેસલ્સની અંદર કામ કરતા માણસોનું ધ્યાન રાખવા બહાર એક માણસને અવશ્ય રાખવો જે અંદર કાર્ય કરતા માણસોનું સતત બહારથી ધ્યાન રાખે અને ઈમરજન્સીમાં તેમની મદદ કરે અથવા મદદ માટે વ્યવસ્થા કરે.
  - ગટર ટ્રેન્ય અથવા આવી કોઈ જગ્યાએ ઢાંકણું ખોલી અંદર કામ કરાવતી વખતે તેની આજુબાજુ અવર—જવર કરતા અન્ય કામદારો / માણસોને ચેતવવા માટે કોઈ માણસ રાખવો અથવા તો તે વિસ્તારની આજુબાજુ દોરી બાંધી લાલ કપડે અથવા ચેતવણીની નોટીસ લગાવવી અન્ય ટ્રાકીકને ચેતવવો.
  - પ્લાન્ટમાં જવાના રસ્તાઓ સીડીઓ, દાદરલીફટ, પેસેજ કે અન્ય ગેગવેઝ અને રસ્તાઓ કે જેના ઉપર માણસોની અવર—જવર રહેતી હોય અથવા ઈમરજન્સીમાં અવર—જવરની શક્યતાઓ હોય તેના ઉપર કોઈ કામ ન કરવું અથવા તેની ઉપર અન્ય પ્રકારનું મટીરીયલ્સ સ્પેરપાર્ટ્સ, ટ્રલ્સટેકલ્સ, ઈકવીપમેન્ટ્સ વિ.મુકી રસ્તાઓ બ્લોક ન કરવો. આવી જગ્યા પર કામ કરવું. અનિવાર્ય હોય તો સક્ષમ અધિકારીની અથવા જે તે રોડ ખાતાના ઈજનેરની પરવાનગી મેળવ્યા બાદજ કામ પર જવું, કરવું. અનિવાર્ય સંજોગોમાં, આવી જગ્યાએ કામ કરતા પહેલા તે વિસ્તારને દોરી તેમજ લાલ કપડું, નોટીસ મુકી જગ્યાને અવર—જવર માટે અસલામત જાહેર કરવી અથવા એક માણસ ઉભો રાખી અવર—જવર અટકાવી દેવી / ડાયવર્ટ કરવી.
  - કોઈપણ વીજળીથી ચાલતા યંત્ર (પાવર ઓપરેટેડ ઈકવીપમેન્ટ અથવા હેન્ડટુલ્સ) જેવા કે વેલ્ડીંગ મશીન, હેન્ડ ગ્રાઈન્ડીંગ મશીન, હેન્ડફીલીંગ મશીન વગેરે ઉપયોગમાં લેતા પહેલા વાપરી શકાય તેમ છે કે કેમ તે તપાસી અને વાપરવા માટે સલામત જણાય તો જ તેનો ઉપયોગ કરવો. ખોટકાવાળા, બગડી ગયેલ અથવા બરાબર મરામત ન થયેલા સાધનો વાપરવા નહીં. ઉપરોક્ત સાધનો ધ્વારા ઈલેક્ટ્રીક શોક ન લાગે અથવા સ્પાર્ક, શોર્ટ સરકીટ વિગેરે ન થાય તે મટે આવા સાધનોને અર્થીંગ બી રહે તે ખાસ જરૂરી છે. આવા સાધનો માટેનો વાયર (પાવર કાર્ડ) સાંધા વગરનો સળંગ પુરતી ક્ષતાનો વાપરવો કે જેમાં અર્થીંગ વાયર પણ હોવો જરૂરી છે. તેથી સીગલ ફેઝ માટે ૩ (ત્રણ) અને શ્રી(૩) ફેઈઝ માટે (પાંચ) વાયરવાળો યોગ્ય કેપેસીટીનો જ કોડ વાપરવો. તેમજ પ્લગ, રીસેપ્ટેકલ્સ, પીન, હોલ્ડર વિગેરે સારી હાલતમાં તથા યોગ્ય ક્ષમતાવાળા હોય તો જ વાપરવા.
  - દરેક કાર્ય માટે જરૂરી યોગ્ય સલામતિના સાધનોનો અવશ્ય ઉપયોગ કરવો. આવા સાધનોનાં ઉપયોગ વિના કામ કરવું નહીં. જુદાજુદા કાર્યમાં/કાર્ય સ્થળો ઉપર વાપરવા માટેના સલામતિના સાધનોની યાદી આ સાથે સામેલ છે.
  - વજન ઉચકવા માટેના સાધનો (વેઈટ લીફટીંગ ટેકલ્સ) નો તેમજ તેની સાથે સંકળાયેલ વસ્તુઓ જેવી કે ફીક્યર્સ, સ્લીંગ, યુ—કલેમ્પ, આઈ બોલ્ટ વગેરેનો ઉપયોગ કરતા પહેલા સલામત છે કે કેમ તે તપાસ ખાત્રી કરવી લેવી ઉપરાંત વજન ઉચકતા પહેલા તે ફીક્સ કરવું
  - ઉચાઈ પર કામ કરવા માટેના માંચડા (સ્કેફોલ્ડ) પુરતા માપ તથા કેપેસીટીના બાંધવા સ્કેફોલ્ડ ઉપર ચઢતા સમયે કોઈપણ સ્ટ્રક્ચર ઉપર કામ કરતી વખતે સેક્ટી બેલ્ટનો ઉપયોગ કરવો.
  - કોન્ટ્રાક્ટરોએ તેમજ તેમના માણસોએ તેમને અપાયેલ વર્ક કોન્ટ્રાક્ટ સિવાયના પ્લાન્ટમાં ચાલતા રોજીદા કામમાં દખલરૂપ થવું નહીં

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# Uttar Gujarat Vij Company Limited

CIN - U40102GJ2003SGC042906  
(A subsidiary of Gujarat Urja Vikas Nigam Limited)

Mehsana Circle Office, Visnagar Road, Mehsana PH. No222423 Fax No.223057

- તેમજ મશીનરી ઈકવીપમેન્ટસ તથા સાધનો સાથે ચેડા કરવા નહીં.
૧૩. ઝેરી તથા ઘડાકા સાથે સળગી ઉઠે તેવા ગેસના બાટલાઓ (જેવા કે ઓક્સીજન, એસીટીલીન, હાઈડ્રોજન, એમોનીયા, ક્લોરીન, કાબૂન ડાયઓક્સાઈડ સીલીન્ડર વગેરે) ને ખાસ કાળજી લઈને સલામત રીતે ખસેડવા આ માટે ખાસ ટ્રોલીનો ઉપયોગ કરવો. અવા ગેસ સીલીન્ડરો સાથે કામ કરતા પહેલા અને દરમ્યાન ખાસ સલામતીના પગલા લેવાં
૧૪. કાર્ય પુરૂ કર્યા પછી કામની જગ્યાએથી કોટન વેસ્ટ, બળેલ ઓઈલ, ગ્રીસ, વેલ્ડીંગ રોડના ટુકડા અન્ય નકામું મટીરીયલ્સ અન્ય ચીજવસ્તુઓ હટાવી લેવી તેમજ જગ્યાવ્યવસ્થિત અને સાફ કરી/કરાવી આપવી.
૧૫. કોઈપણ કાર્ય દરમ્યાન જો કોઈ અકસમાત નડે તો તેનો રીપોર્ટ તાકીદે કામદાર કલ્યાણ અધિકારીશ્રી, ગાંધીનગરને કરવો. જેની નકલ મેડીકલ ઓફીસરને મોકલી આપવી. આ રીપોર્ટ માટેના મુકરર કરેલા ફોર્મ નં. ૨૧ જે તે ખાતામાંથી મળી શકશે.
૧૬. ઉપરોક્ત નિયમોનું ચુસ્તપણે પાલન કરવું કોઈપ નિયમોમાં સમજણ ન પડે અથવા માર્ગદર્શનની જરૂરી જણાય તો સલામતી અધિકારીનો સંપર્ક કરવો.

## સલામતીના સાધનોની યાદી :

૧	હેલ્મેટ	:	માથાના સંરક્ષણ માટે
૨	સેફ્ટી ગોગલ્સ	:	આંખના રક્ષણ માટે
૩	ફેઈસ ગીલ્ડ	:	ચહેરાના રક્ષણ માટે
૪	ઈયર પ્લગ/મફ્સ	:	કાનના રક્ષણ માટે
૫	એપ્રોન	:	શરીરના રક્ષણ માટે
૬	ગ્લોઝ	:	હાથના પ્રોટેક્શન માટે
૭	બુગગાર્ડ્સ સેફ્ટી શુઝ	:	પગના સંરક્ષણ માટે
૮	સેફ્ટી બેલ્ટ	:	ઉંચાઈ પર કામ કરતી વખતે પડી ન જવાય તે માટે
૯	ડસ્ટ રેસ્પીરેટર	:	ડસ્ટવાળા વિસ્તારમાં કામ કરતી વખતે
૧૦	કેમીકલ કાર્ટીઝ રેસ્પીરેટર	:	ધુમાડા સામે સંરક્ષણ મેળવવા માટે
૧૧	કેમીરટર ગેસ માર્સ્ક	:	ગેસ સામે સંરક્ષણ મેળવવા માટે
૧૨	એર સપ્લાય રેસ્પીરેટર	:	પ્રાણવાયુની તંગી હોય ત્યારે

અધિક્ષકઈજનેર

ઉ.ગુ.વી.કં.લી.  
મહેસાણા

## ANNEXURE-1

// ઉત્તર ગુજરાત વીજ કંપની લી. //

: વર્તુળ કચેરી, મહેસાણા :

કેમ્પસની સફાઈ કામગીરી અંગેના કોન્ટ્રેક્ટ માટેની ખાસ શરતો.

અ. રજીસ્ટ્રેશન, ડીપોઝીટ તથા લાયસન્સ :



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૧. સંસ્થાએ રજીસ્ટ્રેશન અંગેની સ્ટેમ્પ ડ્યુટી તથા જરૂરી લેબર લાયસન્સ સરકારશ્રીનાનિયમાનુસાર મેળવવાનું રહેશે.
૨. સંસ્થાએ કરાર મુજબ રૂા.....સીક્યુરીટી ડીપોઝીટ જમા કરાવવાની રહેશે.
૭. **કરાર અંગે સમય તથા કામગીરી અંગે :**
૧. સંસ્થાએ સફાઈ કામનો કરાર ૧૨ માસ સમય દરમ્યાનનો રહેશે.
૨. સંસ્થાએ સદરહું કામનો પેટા કોન્ટ્રેક્ટ અન્ય સંસ્થાને આપી શકશે નહીં.
- ૩ સફાઈ કામગીરીમાં વપરાતાં માલ-સામાનસિવાયઅન્ય કોઈ માલ-સામાન રાખી શકશે નહીં.
૬. **આંતર મા.સુવિધાઓ તથા મરામત, ઈલેક્ટ્રીસીટી તથા ટેક્સ :**
૧. સંસ્થાએ સરકારી કોઈ માલ-સામાનને નુકશાન ન થાય તે રીતે સફાઈ કામગીરી કરવાની રહેશે.
૨. સંસ્થાએ સક્ષમ કક્ષાએથી લેબર લાયસન્સ મેળવવાનું રહેશે
- ૩ સંસ્થાએ હાઉસ કીપીંગ અંગેનો માલ-સામાન મટીરીયલ્સ સારી કન્ડીશન/ઉચ્ચ ગુણવત્તાવાળો સ્વખર્ચે ખરીદવાનો રહેશે.
- ૪-અ. જરૂરીયાત મુજબનો હાઉસ કીપીંગનો માલ-સામાન દરેક માસની ૧ થી ૫ તારીખ સુધી ફરીજીયાત પ્રમાણે લાવવાનો રહેશે અને સદરહું માલ-સામાન સાચવવાની જવાબદારી એજન્સી તથા વર્ક મદદનીશની સંયુક્ત રહેશે.
- ૪-બ. સંસ્થાએ હાઉસ કીપીંગ મટીરીયલ્સનું આવક અને જાવકનું રજીસ્ટર નિભાવવાનું રહેશે અને સદરહું રજીસ્ટરમાં વપરાતા માલ-સામાન અંગે રોજ-બરોજની નોંધ કરી બ્લોકના કાર્યમદદનીશની સહી લેવાની રહેશે.
૫. સંસ્થાનો અધિકૃત સ્ટાફ સિવાયનાઅન્ય કોઈ વ્યક્તિને કેમ્પસ/બ્લોકમાં પ્રવેશ કરવા દેવામાં આવશે નહીં.
૬. સંસ્થાએ સરકારશ્રીનાઅધિકારીશ્રીઓની સુચનાનું પાલન કરવાનું રહેશે અને વખતો વખત કામનું નિરીક્ષણ કરાવવાનું રહેશે.
૭. સંસ્થાના દરેક સફાઈ કામદારે નિયુક્ત યુનિફોર્મ તથા ઓળખપત્ર સાથે કામગીરી કરવાની રહેશે. જેનો ખર્ચે સંસ્થાએ પોતે ભોગવવાનો રહેશે.
૮. સંસ્થાએ સફાઈ કામગીરીની દેખરેખ માટે એક સુપરવાઈઝર રોકવાનો રહેશે તથા નક્કી કરેલ સફાઈ કામદારો માટે હાજરી પત્રક રાખવાનું રહેશે. જેની ચકાસણી બ્લોકના કાર્યમદદનીશ/સુપરવાઈઝર માફરતે કરાવવાની રહેશે. તેમજ માસના અંતે કાર્યમદદનીશ કલીનીંગ મટીરીયલ્સ તથા હાજરી અંગેનું પ્રમાણપત્ર આપે તેના આધારે ચુકવણું કરવામાં આવશે.
૯. સંસ્થાએ સરકારશ્રીના લઘુત્તમ ધારા મુજબ વેતનની ચુકવણી કરવાની રહેશે.
૧૦. સફાઈ કામગીરીમાં ફરજ બજાવતાં કોઈ કામદારોને કામગીરી દરમ્યાનમૃત્યુ, અકસ્માત કે ઈજા અથવા નુકશાન થાય તેની સઘળી જવાબદારી સંસ્થાની રહેશે અને આ અંગેના કોઈપણ જાતના વળતરની માંગણી સરકારશ્રી પાસે કરી શકશે નહીં.
૧૧. સફાઈ કામગીરી સાથે સંકળાયેલ કોઈપણ કામદાર સરકારશ્રી સામે કોઈપણ પ્રમારનો દાવો કે હકક કરી શકશે નહીં.
૬. **કામગીરીની વિગત તથા સ્પષ્ટતાઓ :**
૧. બ્લોકની સંપુર્ણ સફાઈ કામગીરી સવારના ૭.૩૦ થી ૧૦.૩૦ સુધી પુર્ણ કરવાની રહેશે. આમ છતાં સક્ષમ અધિકારી તેમાં વધારો કે ઘટાડો કરી શકશે. જે અંગેનું વધારાનું વળતર સરકારશ્રી તરફથી ચુકવવામાં આવશે નહીં.
૨. બારીઓના કાચ તથા બારણા દર અઠવાડીએ પાવડરથી સાફ કરવાના રહેશે.
૩. ટોઈલેટ બ્લોક એસીડ/ફીનાઈલ/વીમ પાવડરથી વિગેરેથી સાફ કરવાના રહેશે.
૪. બ્લોકના ભોંયતળીયે તથા પાર્કીંગ દર રોજ સાફ કરવાના રહેશે.
૫. બ્લોકનું ભોંયતળીયુ દર ૧૫ (પંદર)દિવસે પાણીથી સાફ કરવાનું રહેશે.
૬. બ્લોકમાં પેસેજ સ્ટેરકેસ તથા ટોઈલેટ, બેઝમેન્ટમાં બાવા, ભમરીના દર મહીનામાં બે વખત સાફ કરવાના રહેશે.
૭. થુંકદાનીનો સપાટી દર રોજ સાફ કરવાની રહેશે તેમજ દર સોમવારે રેતી બદલવાની રહેશે.
૮. બ્લોકની અંદર આવેલ કચરા પેટીનો કચરો દર રોજ ખાલી કરી કચરા પેટી સાફ કરવાની રહેશે અને નિયતજગ્યાએ બ્લોકની બહાર

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એક જગ્યાએ ભેગો કરવાનો રહેશે.

૯. બ્લોકની વચ્ચે આવેલ ટોઈલેટ ડકટ તથા તેમાંની ચેમ્બરની સફાઈ દર અઠવાડીએ કરવાની રહેશે.
૧૦. બ્લોકની આગળ-પાછળ ૧ થી ૯ માળની બારીની બહાર આવેલ ડકટ દર મહીને એકવાર સફાઈ કરવાની રહેશે.
૧૧. બ્લોકના દરેક માળે બારીની બહાર આવેલ રેઈનવોટર ગટર તથા ટેરેસ દર મહીને સાફ કરવાના રહેશે. ટાંકીની સફાઈ માટે જરૂરીયાત મુજબ મજૂરો પુરા પાડવાના રહેશે.
૧૨. સંસ્થાએ હાઉસ કીપીંગ માટે એસીડ, ફીનાઈલ, સોપ સોલ્યુએશન, ડસ્ટર, પોતા, સેન્ટેડ ફીનાઈલ, વીમ પાવડર, સળી ઝાડુ, પીછી ઝાડુ, ડામર ગોળી, ઓડોનીલ ગોટી, બેગોન સ્પ્રે, કોલીન, ટોઈલેટ શોપ વિગેરે ઉચ્ચ ગુણવત્તાવાળુ વાપરવાનું રહેશે તેમજ અંદાજપત્રમાં દર્શાવ્યા પ્રમાણેનો જથ્થો બીલની નકલ સાથે ડીપાર્ટમેન્ટના સાઈટ પરના પ્રતિનિધિની કસ્ટડીમાં જમા કરાવવાનો રહેશે.
૧૩. સંસ્થાએ લાગુ પડતા ટેક્સ સરકારશ્રીમાં નિયમાનુસાર ભરવાનો રહેશે.
૧૪. માલ-સામાન રાખવા માટેની વ્યવસ્થા સરકારશ્રી મારફતે ભોંયતળીયે આપવામાં આવશે.

અધિક્ષક ઇજનેર

કોન્ટ્રાક્ટરની સહી :

ઉ.ગુ.વી.ક.લી., વર્તુળકચેરી  
મહેસાણા

Name of work: Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021  
ANNEXURE-2

TERMS & CONDITIONS REGARDING INDUSTRIAL LAWS AND OTHER RELATED MATTERS.

**1 Wages to be paid and time of payment etc. by the contractor.**

- a. The contractor will be required to pay minimum wages as per minimum wages act applicable and as revised from time to time by competent authority per day or as may be specified hereafter of



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rates under the related act whichever is higher. The wages of every contract Labour employed by him under the contractor shall be paid by him before the expiry of 7<sup>th</sup> day from the last day of the month in respect of which the wages are payable (i.e.wages of a month have to be made him in the first week of the next month.) The payment shall be disbursed in the presence of management representative during the working hours in factory premise and the contractors shall get entries certified in the register of wages by the representative of the Corporation. Any default will result in cancellation of contract forthwith or also the contractor shall be punishable to the extent of the Rs.100.00 fine per each day.

- b. The contractor shall give his own/acting directors telephone number and full permanent / correspondence address to the Corporation so that in case of labour trouble etc. the contractor. The contractor shall arrange to have his office outside the factory premises and the contractor keep himself present through-out working hours.

## 2 Labour Laws :

- a Person below the age of 18 years shall not be employed for the work.
- b No female shall be employed in the night shift between 7 PM to 6 AM.
- c Contractor shall maintain a valid labour license under the contract labour (regulation and abolition) Act for employing necessary manpower to be required him. In the absence of such licence the contract shall be liable to be terminated without assigning any reasons thereof.
- d The contractor shall at his own expense comply with all labour laws and keep the Corporation indemnified in respect thereof. Some of the major liabilities under various and industrial laws which the contractor shall comply with are as under.
- (i) Payment contribution by way of employer's contribution towards provident fund, family pension scheme, GIS Deposit Linked Insurance Scheme. Administrative charges etc. at the rate made applicable from time to time by Govt.Of India of other Statutory authorities.
- (ii) Payment of deposit in respect of each contract at the rate of Rs.250/- with the office of commissioner of Labour as per the contract Labour (Regulation and Abolition) Act.
- (iii) Licence fees as prescribed under the contract Labour (Regulation and Abolition) Act and rules framed there under depending upon the number of workmen employed by the contractor and to keep all the registrar under the contract labour act.
- (iv) Paid eave facility and wages as per the provision of the payment wages factories ACT at the rate of one day for every 20 days of working.
- (v) Identify cards as prescribed under the Factories Act with photo affixed thereto the some for identification of the contract labour.



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- (vi) 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 disputers under the Industrial Disputes Act.1947 or any other labour laws.
  - (vii) Full payment of compensation in case of accidental injury.
  - (viii) Provision of crèche if the female labours employed are more than 30 numbers.
  - (ix) Maternity leave as per the provisions of the maternity benefit Act.
  - (x) Bonus as per payment of Bonus Act.1965

### 3 Provident Fund & Pension Scheme :

The contractor shall submit along with his bill (month wise) a statement regarding deductions against employees provident fund and family pension scheme in respect of each concerned employee. Provident Fund and Family Pension Scheme the rate of 12% ( of at the rate made applicable by the Govt. from time to time) of the wages. The contractor's contribution towards provident fund and family pension scheme shall be deposited by the contribution with Regional Provident Fund Commissioner, Ahmedabad at the rates applicable.

### 4 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 / on to the deposit linked scheme with Regional Provident Fund Commissioner, Ahmedabad or in line of any scheme of Govt.

### 5 Administrative Charges :

Administrative charges for maintaining Provident Fund A/c.shall deposited by the contractor with Regional Provident Fund Commissioner, Ahmedabad at the rates applicable.

### 6 Paid Leave Facility :

Paid leave facility at the rate of one day for every twenty days worked by contractor labour shall provided by the contractor to his workers. He shall maintain leave records/leave card for individual labourer which shall be duly verified and approved/certified by the authorized officer of the Corporation well as by the concerned Govt. Authority.

### 7 Workmen Compensation Fund & Employer's Liability Insurance :

The contractor shall cover all his employees under the workmen's Compensation under the liabilities of group insurance.

- 8 The contractor shall employ adequate number of experienced staff at site for daily supervision and for maintenance of various registers and record required under the law and contract. No payment for supervision shall be admissible.



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## 9 Contractor to Indemnify the Corporation :

- (i) The contractor shall indemnify the Corporation and every member officer and employees of the Corporation, also engineer in charge and his staff against all actions proceeding claims, demands costs and expenses whatsoever arising out of or in connection with the matter referred herein above elsewhere and against all actions proceedings claims, demands costs and expense, which may be made against the Corporation of Govt. for or in respect of or performance of his obligation under the contract document. The Corporation shall not be liable for or in consequence of any accident or injury to any workmen or other person in the employment of the contractor of his sub-contractor and the contractor shall indemnify and keep indemnified the Corporation against all such damage and compensation and against all claims, demands proceedings costs, charges and expenses whatsoever in respect the thereof or in relation thereto.
- (ii) The contractor shall deposit 15 days salary for every complete one year of service for each worker for the liabilities of gratuity in A/c. section under intimation to EST Section.

## 10 Workmen's Compensation and Employee's Liability Insurance :

Insurance shall be effected for all the contractor's employees in the performance of this contract. If any of the work is subject to the contractor's shall be Insurance for the letter's employees unless such employees are covered under the contractor's insurance.

- 11 The Corporation reserve all the right to terminate this rate contract at any time during it's pendency without given a notice of termination on any reasons thereof.
- 12 The corporation will be entitled to deduct directly from the bills, to be paid to the contractor any sum/sums payable by you and which sum/sums the Corporation required to pay as a principal employer on account of your default in respect of liabilities referred to in above clauses. The above are some of the major liabilities of the contractor in adition to other liabilities prescribed under the various labour laws in force from time to time from statutory authorities like State Govt., Govt. Of India the contractor shall have to comply with.

## Contractor's Signature :

Name of work: Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021

## ANNEXURE-3

Name of Work:- Annual Contract for Cleaning of Circle-Division-Corporate office Buildings & Surrounding Roads / Parking areas at office Campus, Mehsana yr 2021.

## DETAILED SPECIFICATIONS:





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## **ITEM NO:1 : Cleaning of roads, concrete pavement or unpaved etc.**

The item shall be operated for all campus roads generally once in days. The roads concrete paved are as surrounding the public building.

The cleaning shall be done in a systematic way as directed. The item comprises of cleaning of concrete /IPS /Roads. Asphalt/ Terraces/ Staircases/ Paved area or unpaved area surrounding various building by sweeping cleaning with brooms, brush, zadu powder etc. by removing all the dust leaves wastes removing papers, dust debris etc. stacking & disposing the waster materials into nearest dustbins, wherever directed the contractor shall engage sufficient labour as required by the Engineer-in-charge to clean the roads & whole above area to complete within stipulated time. Debris collected by sweeping shall be disposed off on same day as directed.

### **MODE OF MEASUREMENT:**

The measurement of the item shall be taken on Smt. of actually are cleaned. The rate is for 1 Smt. Area.

## **ITEM NO:2A, 2B: Sweeping cleaning, dustering, rubbing with wet...**

This item comprises of cleaning of IPS/concrete. Tiles/ Kotah stone/ Marble etc. flooring of various buildings at any floor & at any height inside & outside the building, staircases, handrails & walls, doors, windows unto man height. The cleaning shall be done thoroughly with brooms, bushes, zados etc. for removing dust, dirt & debris. The swept material shall be disposed off into dustbins or as directed. Then after by using sufficient water with washing powder/ vim powder/acid/phenyl etc. which are to be supplied by the agency, the floor should be cleaned. Washing powder & phenyl shall be used on each alternate day at a rate of 1 Kg/ 1000 m2 area. The stains on tiles shall be removed so that it shall give neat & clean appearance. The unit rate of item is inclusive of cost of washing powder, acid, phenyl etc. to be provided by the agency. His also includes removing, cleaning of oily surfaces dirt spots, jalas, bavas from walls, ceiling etc. without any extra payment.

### **MODE OF MEASUREMENT**

The measurement wall be made once in a day in Smt. For cleaned floor areas, only, without consideration any vertical height for walls/ dado & ceiling. Only cleaned floor areas shall be measured for payment.

## **ITEM NO:3/a,3b: Cleaning of W.C. urinal etc. of toilet block :**

This item is to be operated generally daily for the units of toilet blocks of public buildings stated in group "A" as per the instruction of Engineer-in-charge.

This item comprised of cleaning of Units such as W.C. bath, urinals, wash basin, cisterns, mirrors etc. of toilet in various buildings along with cleaning of surroundings floors & dado & vertical walls/ ceiling etc. of toilet block without extra cost. The cleaning shall be done first by brooms & brushes & then washing by providing vim powder, phenyl acid, cleaner etc. to be brought by the Agency at his own cost. The unit rates are inclusive of providing of naphthalene tablets in each urinals as and when required & instructions by E.I.C. The work including & flushing the sewage lines accessories



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etc. up to gulley trap chambers.

#### **MODE OF MEASUREMENT:**

The measurement shall be taken for payment on Nos. of each sanitary units of toilet block as mentioned above & cleaning of surrounding floor, dado wall, connected pipe lines up to gulley trap are covered under the item for which no extra payment shall be made.

#### **ITEM NO:4 : Cleaning of head tanks of various...**

The item comprises of cleaning of overhead tanks of building grouped A&B above of any height generally four times in a year, or as directed by Engineer-in-charge. The item is inclusive of providing all the materials such as phenyl, potassium permanganates, chlorine, and bleaching powder or as directed. The work will have to be carried out minimum four times in a year, or as directed and as and when required. First the tanks will be washed out by cleaning powder, removing the sediments, mud, Algae, vegetables, greens etc. rubbing the whole surface the floors, walls, ceiling with wire brush & make near & clean. After brushing and removing all the dirt's the tank shall be cleaned with fresh clean water. The sufficient required quantity of chlorine powder or potassium, permanganates etc. will be added in fresh water. The contractor shall arrange for required plumbing work to wash out the tanks. Most care shall be taken to protect float valve provided. If any damage done to float valve drain pipes etc. is to be reported & present market rate + 15% supervision charges will be recovered from contractor's bills. The dust which is taken out shall be disposed off into dustbin or as directed. No payment shall be made if tank is not cleaned properly. The contractor should clean the tank after emptying the tank. The occupants of the quarter shall have to be informed before emptying the tank.

**Mode of measurement:** The measurement of the item shall be made in number of overhead tank cleaned.

#### **ITEM NO: 11 : Removing wastages, garbage, debris etc. from....**

This item comprises of removing the wastes, garbage, house waste etc. collecting from dustbins placed at various locations in campus by sweeping & collecting the materials of dustbins & 5.0 M radius from dustbin. The collected waste materials to be disposed off immediately outside the campus area as directed by Engineer-in-charge. The item is inclusive of transportation, loading, unloading, disposing the waste materials at 2 KM radius leads. The contractor shall dispose the materials immediately on requirement or as directed by arranging tractor or trucks. The trolley of tractor/ truck shall be fully filled with all disposable material as maximum quantity as it is possible. Required tools tackles, labours for removing all wastes from dustbins & surrounding shall be arranged by contractor. The work will have to be carried out minimum four times per month for whole of the campus or as directed & as and when required.

#### **Mode of measurement:**

The payment shall be made for this item by measuring the quantity in TRIP.

#### **Item No:12 : Cleaning of manhole chambers...**

Every chamber to be cleaned by removing covers. For deep chambers, covers must be kept opened



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for at least 15 to 20 minutes so that all types of gases can be released into air before entering into man chamber. The chamber shall be thoroughly cleaned & waste material shall be thrown to the nearest dustbin. All required tools & tackles shall be brought by the contractor. The work shall be carried out as required and as per the instruction of Engineer-In-Charge.

**MODE OF MEASUREMENT:**

The payment of the item shall be made as per the number of manhole chambers cleaned.

**Item No: 13 : Cleaning of sewer pipeline of any diameter ...**

The item shall be operated looking to the requirement for sewer pipeline /road side drains, pipes culverts. The contractor shall engage sufficient manpower with tools such as pavda, pavadi, buckets, cleaning bars for cleaning. The item comprises the cleaning of roads side-drain-pipes by removing all wastes up to nearest dustbin. The cleaning shall be done in systematic way. The grass unwanted plants etc. shall also be removed from the gutters if any. The debris shall be disposed off in such a way that it shall not fall on roads of colony.

**MODE OF MEASUREMENT:**

The measurements of the items shall be made on RMT of actual length of sewer pipe /storm road side drain/pipe culvert cleaned in respective to any size and shape of drain on pipe culvert.

Signature of the Contractor  
(With rubber stamp & Date)

Superintending Engineer  
UGVCL,CO, Mehsana

## ANNEXURE – 4

### FORM OF BANKER'S UNDERTAKING (ON STAMP PAPER OF RS.300/-)

#### [PROFORMA OF BANK GUARANTEE FOR SECURITY- DEPOSIT as per Commercial Terms and Conditions of Tender]

We, Bank of \_\_\_\_\_ hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Uttar Gujarat Vij Company Ltd. or any Officer



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authorized by it in this behalf any amount up to and not exceeding Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ to the said **Uttar Gujarat Vij Company Limited** on behalf of M/s. \_\_\_\_\_ who have entered into a contract for the supply/works specified below:

LOA No. \_\_\_\_\_ dated: \_\_\_\_\_.

This agreement shall be valid and binding on this Bank up to 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 contrary contained in any law for the time being in force or banking practice, this Guarantee shall not be assignable, transferable by the beneficiary (i.e. GUVNL or Subsidiaries). Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank. Any invocation of the Guarantee can be made only by the beneficiary directly.”

“NOTWITHSTANDING” anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Our guarantee shall remain in force until \_\_\_\_\_ (Date of validity of the Guarantee). Unless demands or claims under this Bank Guarantee are made to us in writing on or before \_\_\_\_\_ (**Date of validity of the Guarantee**), all rights of Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under:

Place:

Date:

Please Mention here Complete Postal Address of the Bank with Branch Code, Telephone and Fax Nos.	Signature of the Bank's Authorized Signatory With Official Round Seal
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## NAME OF DESIGNATED BANKS:

1. All Nationalized Banks including Public Sector Banks IDBI Bank Ltd.
2. Private Sector Banks authorized by RBI to undertake the state Government business, which are (i) Axis Bank (ii) ICICI Bank (iii) HDFC Bank

*Save Energy for Benefit of Self and Nation*



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**Note: The banks shall be the Banks recognized / notified by the Finance Department, Government of Gujarat (GoG) from time to time.**