

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



PR NO	475725
RFQ NO	66232

ADVERTISED TENDER

TO,
M/s _____

Name of Work:- Work of Xerox of A4 Size, Legal Size, Jumbo Size, Binding/ Spiral Book at Vijapur Div office, Ladol Sub div and Vijapur Sub div office combined.

Tender No. / Type of Tender	MSNCO/121/2021
Estimate cost.	Rs. 149475.00
Earnest Money.	Rs. 1500/-
Security Deposit.	5% OF TENDER VALUE
Last Date of Physical submission of Tender	Date :- 07/01/2022 On 15.00 Hrs.
Date of opening the tender at	Date :- 10/01/2022 On 15.00 Hrs. (If Possible)
Type of tender	Item Rate. 0.85/0.95/2.5/45
Tender Fee	Rs. 177.00 (150+27 18% GST)
Time Limit.	2 Years

Earnest money deposit will be accepted in cash or by demand draft on any schedule bank at VIJAPUR in favour of UTTAR GUJARAT VIJ COMPANY LIMITED, cheques or Bank guarantee will not be accepted.

Tender received through RPAD will be accepted.

**SUPDT.ACCTT. (EXP.)
UGVCL, DO, VIJAPUR.**

**EXECUTIVE ENGINEER
UGVCL, DO, VIJAPUR**

Signature of Contractor & seal

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



Name of Work :- Work of Xerox of A4 Size, Legal Size, Jumbo Size, Binding/ Spiral Book at Vijapur Div office and Vijapur Sub div office combined.

:: SCHEDULE - 'B' ::

Sr.No.	Description of materials and maker	Quantity Required in Nos.	Rate / No	Total	Remarks
1	XEROX A4 SIZE	154500 Nos			
2	XEROX LEGAL SIZE	4500 Nos			
3	XEROX JUMBO SIZE	4200 Nos			
4	BINDING / SPIRAL OF BOOK	75 Nos			
			Total		
			GST		
			Total With GST		

Note :-

- 1) Quote your rate excluding taxes.
- 2) FOR Vijapur Divisional Store.
- 3) GST Charge Applicable as per GOV. Rules.
- 4) GST Number is required as per GOV. Rules.
- 5) Supplier will have to approve the sample.
- 6) Certificate of authorize distribution ship and latest price list shall have submitted with Quotation.

Signature of contractor

EXECUTIVE ENGINEER
UGVCL DO
VIJAPUR

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



Important instructions for submitting the Tender

- 1.0 Executive Engineer, Vijapur Division has invited Tender for **xerox service for Vijapur Div and Vijapur Sub div Office** from the contractors / firms who have executed works of similar nature and magnitude successfully.
- 2.0 **Physical submission of Tender documents shall be in two parts system i.e. (1) EMD and Tender fee cover and (2) Technical Bid cover.**
- 2.1 **Technical bid** is to be submitted in a separate sealed envelope and subscribing the envelope as **“Technical Bid”**. Technical bid should be submitted with all required documents as under, failing to which tender is liable for rejection; following documents dully attached should be submitted for pre qualification criteria.

Pre-Qualification criteria for selection in Technical Bid (To be submitted with Technical bid.)

- (i) PAN No.
 - (ii) GST No
 - (iii) Other documents (if required by authority)
- 3.0 Earnest money deposit of Rs. 1500 should be submitted in form of Demand Draft in favour of UTTAR GUJARAT VIJ COMPANY LIMITED drawn on any scheduled Bank, payable at Vijapur.

Tender without earnest money deposit is not liable to be considered.
Earnest money deposit will be forfeited in case the successful bidder after his tender has been accepted shall refuse to pay the prescribed security deposit and execute the contract.
 - 4.0 Bidders should complete the tender documents in all respects and they 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 deviations may also be rejected. Incomplete and conditional tenders shall not be considered.
 - 5.0 UTTAR GUJARAT VIJ COMPANY LIMITED reserves the right to split up the work covered in the scope of this contract amongst more than one contractor
 - 6.0 UTTAR GUJARAT VIJ COMPANY LIMITED reserves the right to split up the work covered in the scope of this contract amongst more than one contractor

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



- 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 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.
- 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 Price quoted shall be firm, till overall completion of the work under contract and there will not be any price escalation.
- 11.0 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 of bidders, who are not qualified technically as per requirement of technical bid shall not be opened.
- 12.0 Offers shall be valid for the period of 120 days from the date of opening of price bid. Bidders shall not withdraw tenders during the validity period, failing which their EMD shall be forfeited during the period of 120 days.
- 13.0 Tenders, who do not fulfil all or any of the conditions of the tender found incomplete in any respect, are liable to rejection.
- 14.0 Uttar Gujarat Vij Company Ltd. Reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of contractor

EXECUTIVE ENGINEER
UGVCL DO
VIJAPUR

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



GENERAL TERMS & CONDITIONS

1) The work should be strictly as per Company authorities' instruction. The inferior and unsatisfactory work is liable to be rejected.

2) **Acceptance of Tenders:**

The Company does not bind itself to accept the lowest or any tender, neither will any reason be assigned for the rejection. It is also not binding on the Company to disclose any analysis reports of the tenders.

Accepting authority reserves the right of rejection of any or all tenders without assigning any reason thereof.

Any tender who does not comply with the above requirements is liable to be rejected.

3) **Security Deposit:**

The successful bidder shall have to pay security deposit of 5.90 % within 15 days from the date of LOA.

4) **Contract Document:**

The lowest bidder, whose tender is accepted will have to execute a stamped agreement in standard form with the company and will have to sign the contract booklet viz. Tender and contract for works at his own cost. In case of partnership firms, necessary partnership documents, in original along with its copy will have to be produced for verification along with authority to sign the bills measurement and enter in to contract as well as correspondence with the company. Wherever required necessary power of attorney will have to be produced especially when the partnership deed is silent on the point of authority to deal with the Company. The contractor will have to execute the documents and sign the booklet "Tender and contract for work" before starting the work.

Jurisdiction:

Any dispute of differences arising under or in connection with the contract shall be subject to the exclusive jurisdiction of Mehsana.

5) Additions and alterations of any kind in tender forms, conditions etc by the bidder without the consent of the undersigned are not permissible.

6)

- a. The bidder must quote his rate per unit specified in the schedule in figures as well as in words. If there is difference between rates quoted in words and figures, rates quoted in words shall prevail.
- b. The bidder must quote his rates net lowest and the rates not confirming to the unit specified in schedule may not be considered even though they may be lowest.
- c. The rates must be stated for each item separately and in addition percentage of reduction in the total price if any, should also be quoted.

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



d. Any variation in rates etc will not be allowed on any ground once the tender submitted is opened for consideration.

7) The rate quoted should be for individual work.

8) The company's general conditions of contract will apply to all the contractors and he is deemed to be fully aware of the company's general conditions of contract for the works in respect of security deposits, penalty for late completion of work etc and any ignorance of these conditions will not exempt the contractor from the liability to abide by the same.

Submission of a tender by the bidder implies that he has read that the instructions and conditions of contract contained in booklet and has made himself aware of the scope and specification of the work to be done and of the conditions and rate at which stores etc. will be issued to him and local conditions and other factors bearing on the execution of work.

If the contractor stands lowest for more than one tender it will be at the discretion of the competent authority whether to award more than one work or not without assigning any reason thereof.

9) **In case of any discrepancy between Tender Document condition and the General Conditions of Contract attached to Tender Document, the condition mentioned in tender document is final.**

10) **Extension of Time Limit:**

If for any reasons, the contractor is not in a position to complete the work within the stipulated period, he should put his application to the Engineer in charge before one month of the expiry of the stipulated time limit by giving valid reasons for the required extension.

11) The contract will remain in force for the period of three years from the date of issue of work order. However, before completion of work against existing order, new tender is invited for same jurisdiction as mentioned in existing order and if rate received lower, than price matching is required.

12) **TERMS OF PAYMENT:**

a) The payment will be made to the contractor by crossed Cheque on local bank or by ECS/RTGS/NEFT subject to an advance stamped receipt being received from payee.

13) Tax deducted at the source (TDS) under Income Tax and under Goods and Service Tax Act will be deducted from bill as per applicable rate, if applicable.

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



14) STATUTORY VARIATION:

Any statutory increase or decrease in the taxes and duties including GST and Cess as applicable or in the event of introduction of new tax/cess or cessation of existing tax/cess subsequent to contractor offer if it takes place within the original contractual delivery date will be to COMPANY's account subject to the claim being supported by documentary evidence. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to COMPANY.

Statutory Variation clause shall not be applicable in case of Supplier / Contractor has opted for Composition Scheme under GST.

15) ARBITRATION:

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, as appointed by the MD of COMPANY, 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 arbitration shall be governed by the provisions of Indian Arbitration & Conciliation Act. 1996 as amended from time to time and the rules made there under.

16) CARTEL:

If, the Company during the procurement process, observes or suspects any activity on the part of bidders or obtains any knowledge which indicates the existence of cartel formation amongst the bidders or apprehends the possibilities of cartel as defined under The Competition Act, 2002, the Board of the Company being a government Company involved in public procurement work, reserve all rights to allot quantities to such bidders, who are not part of the cartel, in any manner deemed fit in the interest of the Company without assigning any reason thereof.

Besides the above the purchaser Company, may initiate actions under the Competition Act/other laws and / or the bidder(s)/ firm(s) will be black listed / stop deal, at its sole discretion.

17) Evaluation of Tenders:-

Tenders shall be called for in two bids: (1) Techno-commercial Bid and (2) Price Bid. The price Bid of Techno-commercially qualified Bidders will be opened. For modification or relaxation in Techno-commercial Conditions after Technical Bid is opened, all Bidders shall be given equal opportunity.

Save Energy for Benefit of Self and Nation



UGVCL

UTTAR GUJARAT VIJ COMPANY LIMITED

CIN : U40102GJ2003SGC042906



18) Price Evaluation:-

No price preference shall be given on any account. All Tenders shall be evaluated on firm Price End Cost with Tax (GST or any other tax) basis unless otherwise mentioned in the Tender documents.

19) If work is not started / completed within stipulated time limit period, then contract be short closed with applying risk purchase and Security Deposit is to be forfeited with put on black listing or stop deal for the period decided by the competent authority.

Signature of contractor

**EXECUTIVE ENGINEER
UGVCL DO
VIJAPUR**