



Tender Notice No: MSNCO/121/2021

RFQ:66278 / PR No. 476590.

Annual Maintenance Contract of Computers& peripherals

Superintending Engineer UGVCL Mehsana invites on line Tenders (e-tendering) for the **Annual Maintenance Contract of Computers & Peripherals**. Tender Papers & Specifications may be down loaded from Web site <https://ugvcl.nprocure.com> (For view, down load and on line submission) and UGVCL web site www.ugvcl.com(For 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 addressed to Superintending Engineer UTTAR GUJARAT VIJ COMPANY LTD CircleOffice, Visnagar roadMehsana, Dist. Mehsana - 384002.(NG). “NO COURIER SERVICE OR HAND DELIVERY” will be allowed.** Tenders are invited in two bid system i.e. technical bid and price bid for **“Annual Maintenance Contract of Computers & Peripherals”** from experienced Contractors who has executed work of similar nature and magnitude successfully.

1	Tender No.	MSNCO/ 121 /2021
2	Description:	Annual Maintenance Contract of Computers & Peripherals
3	Estimated Cost (without taxes):	Rs. 11,34,000/-
4	Tender fees:	Rs. 1180
5	EMD:	Rs. 11340
6	Contract Period	One Year
7	Validity of tender:	90 days from the date of opening of Technical Bid
8	Last Date of on-line submission of tender:	Date 07/01/2022 Up to 18.00 Hrs
9	Date of submission of relevant documents in physical form:	On or before date 10/01/2022 Up to 18.00 Hrs
10	Date of on-line opening of Technical Bid:	Date 12/01/2022 up to 12.00 Hrs
11	Date of on-line opening of Price Bid:	Date 12/01/2022 up to 16.00 Hrs

Date : _____

Place : _____

Signature & Seal of tenderer



IMPORTANT:

(a) All the relevant documents as per requirement of the Tender also to be submitted **physically along with the Tender Fee, EMD in sealed cover on or before date 10/01/2021 up to 14.00 hrs. by registered post or speed post only. All such documents should be strictly submitted by RPAD/ SpeedPost Only.** Otherwise the offer will not be considered and no any further communication in the matter will be entertained. The envelope must with heading of **“Tender Notice No : MCO/121/2021 For Annual Maintenance Contract of Computers & Peripherals”**.

(b) The Bidders are requested to submit price – bid (Schedule – B) on-line only and not to submit the price bid in physical form. This is mandatory. If price bid is submitted in physical form, same will not be opened and only on-line submitted price bid will be considered for evaluation.

© It is mandatory for all the bidders to submit their tender documents by both forms viz. on – line (e – tendering) and physically in schedule time. If tender documents submitted in only any one form, say either by on line or physically, in that case the same tender will not be considered.

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

(e) 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 -384002

(f) The technical bid shall be opened on-line at date and time mentioned in the tender notice, if possible. Technical and pre qualification bid details specification will be opened first and subject to evaluation based on the qualification criteria contained in the individual bid document.Price bids of bidders who are assessed and declared as substantially technically responsive on evaluation of the technical bid will be opened for further commercial evaluation.

(g) Note:- Bidders should be in touch with websites <https://ugvcl.nprocure.com>&www.ugvcl.com for information regarding revision/corrigendum/Amendment in tender till due date of online submission and thereafter. No separate information shall be sent in this regards and also not publish in newspaper.

Date : _____

Place : _____

Signature & Seal of tenderer

Save Energy for Benefit of Self and Nation



Uttar Gujarat Vij Company Limited

CIN : U40102GJ2003SGC042906

An ISO 9001:2008 Certified Company

(h) **The Earnest Money Deposit and tender fee will be accepted by cash or Demand Draft on any Nationalized Bank payable at "MEHSANA" & drawn in favour of "UTTAR GUJARATVIJ COMPANY LIMITED".** Tender without EMD and tender fee shall be outright rejected. **Two separate demand draft for Tender fee and EMD should be submitted with technical bid.** No interest will be allowed on any of the above Deposit & Earnest Money will be liable to be forfeited, if (1) Tender which is to be withdrawn during validity of the offer or before the tender received formal intimation as to the decision taken in regard to his Tender and (2) The Tenderer fails to deposit the Security Deposit.

The UGVCL reserves the rights to reject any or all tenders or accept any tender without assigning any reason thereof.

Superintending Engineer
UGVCL, MEHSANA

Date : _____

Place : _____

Signature & Seal of tenderer



1. Scope of the Services:

During the term of this Agreement THE CONTRACTOR agrees to maintain the EQUIPMENT in good working order and for this purpose will provide the following repair and maintenance service.

- THE CONTRACTOR shall correct any faults and failures in the EQUIPMENT and shall repair and replace defective parts of the EQUIPMENT during THE Office's normal working hours on all working days.
- Comprehensive Maintenance Service covering supply and cost of the Spares, Repair and maintenance of EQUIPMENTS and associated peripherals, associated hardware. The term 'maintenance' shall also include rectification of all hardware and software problems including operating system /defects and also include cost of all parts/repairs/replacements necessary for the proper maintenance/functioning of the desktops. No extra charges for any general wear and tear/spare parts, etc. shall be paid by UGVCL.
- The breakdown/remedial maintenance shall include Repair /Replacement of faulty parts, PCBs, Processor, Motherboards, Monitors, HDD, FDD, CD-R/W, DVD-R/W, RAM, SMPS, Mouse, Keyboard, Mic, Speaker etc... and any other components as required, without any additional cost. Unserviceable / not repairable parts of the EQUIPMENT need replacement THE CONTRACTOR shall replace such parts, at no extra cost to UGVCL, with new parts or those equivalents to new parts in performance. THE CONTRACTOR shall further ensure that the EQUIPMENT is not down more than 48 hours. The CONTRACTOR have to maintain the records for replacement of all new spares machine wise separately with old and new Serial Number.
- Consumables like Floppy Disks, CDs, DVDs or any removable storage media, printer head, Ink / Toner / Ribbon Cartridges Inkjet / Laser / Dot Matrix printers, Batteries of UPS are excluded from the scope.
- **THE CONTRACTOR shall provide the services to all Offices under Jurisdictions of UGVCL Mehsana Circle.**
- CONTRACTOR shall see that all desktops serviced / formatted have anti-virus installed and are brought under ISMS / Domain control.
- THE CONTRACTOR shall maintain the operating system software, application software, device drivers of various peripherals, Office productivity software, MS-office & other Programs on the desktop clients, as per the terms of the purchase order/agreement related to this EQUIPMENT.
- Before formatting the PC, THE CONTRACTOR should be taken the permission from **Programmer** or Jr. Input/output Ass. of Circle Office/Concern User by taking fully backup, Systems' Name, IP etc. and then

Date : _____

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Reinstalled System with backup and other setting of our regular working software such as installation anti-virus, MS-Office, Adobe reader, J-initiator, JRE, printer software Installation, Scanner Software, Printer Sharing and other required software and hardware configuration as per instruction of IT Staff and requirement of User. In the case of formatting, PC must be taken in Domain and install required software. The CONTRACTOR shall provide SUPPORT for shifting of Desktop//LAN Switch/LAN cable.

- The CONTRACTOR shall provide SUPPORT for LAN connectivity from the Router (WAN room or Rack) to switch to client desktop. Like crimping of LAN Cable, replacement of LAN Cable, crimping of I/O Box, replacement of I/O Box. In case of LAN Switch is faulty THE CONTRACTOR has to inform regarding this. The material for the LAN (cat 6 cable/LAN Switch/RJ45, I/O Box) should provide from the CIRCLE OFFICE.
- The CONTRACTOR shall prepare IT-Hardware inventory work of each location in consultation with Programmer or Jr. Input/output Ass.Of circle and support other IT-related work allotted by the Jr. Input/output Asst.

2. Service Level:

- **You have to depute Three full time qualified maintenance/service engineers totally familiar with the EQUIPMENT shall perform all repair and maintenance service on all working days. Service engineer must have hardware/software/network experience. If Work of service engineer provided by you is does not found satisfactory by IT Staff then you have to replace the service engineer.** Service engineers are also liable to work on holiday and Sunday. No additional amount will be paid. **Full Time Three Resident Engineer To be stationed at our Circle Office, Mehsana** who would report to Programmer or Jr. Input/output asst. UGVCL failing which the penalty for non-availability of minimum no. of engineers will be levied of maintenance charges of all the equipment for that day. Police verification, EPF, ESIC issue related to deputed staff will be handled by the CONTRACTOR. UGVCL does not have any role in it.
- **You should provide services to all offices under jurisdictions of UGVCL Mehsana Circle.**
- The said personnel shall be well versed in solving day-to-day problems encountered in the hardware and software and shall also be capable of installing the software. They shall all be equipped with maintenance kits comprising tool box, multi meter, blower, Crimping tools, diagnostic software and external CD ROM/combo drives, pendrive including device driver software and any other tools & tackles required for carrying out such services.

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- THE CONTRACTOR shall maintain at THE OFFICE's site, a written maintenance and repair log; and shall record therein each incident of EQUIPMENT malfunction, date and time of commencement and successful completion of repair work and nature of repair work performed on the EQUIPMENT together with a description of the cause for work, either by description of the malfunction or as regularly scheduled Preventive Maintenance. THE OFFICE shall use the same log for recording the nature of faults and failures observed in the EQUIPMENT, the date and time of their occurrence and the date and time of their communication to THE CONTRACTOR.
- Additional service engineer/s may have to be deployed on a particular day or during a particular period depending upon the number of pending complaints, multiple failures in a day -without any additional cost- required to maintain the systems in time.
- **Before sanctioning leave of employee deputed for Annual Maintenance Contract at UGVCL Circle office Mehsana, make the arrangement for other equal status engineer in place of regular engineer by the CONTRACTOR or else a penalty @Rs. 500/- per engineer per day will be deducted from the bill.**
- The CONTRACTOR shall ensure observance of proper discipline by service engineers. They must not indulge in the use of drink or drug. They must behave in a polite & courteous manner with the company's employees. In case of any complaint against any engineer the CONTRACTOR must change him & in case he fails to do so, such engineer shall not be accepted on duty on which such engineer is deputed shall be marked as "Absent".
- The CONTRACTOR shall indemnify the company against all suits actions, proceedings etc. arising out of any claim or demand for breach of any rules regulations, default etc. On the part of the contractor during the performance of this contract. Further the company does not assume any responsibility, liability for the accident to your engaged service engineers & shall not give any compensation for the same.
- THE CONTRACTOR shall provide all working mobile nos. of the deputed contact person(s) for Annual Maintenance Contract to THE OFFICE for better communication and the satisfactory performance of the contract. The service engineer will have a mobile phone which will not be switch off during office hours/when work is on. Cost of mobile and simcard(monthly rent) will be bare by you.
- THE CONTRACTOR shall provide repair and maintenance service, in response to written or oral complain including telephone and such services should be available for a period from 10 A.M. to 6.30 P.M. Or as per request of user or till the pending job not completed of all working days. However, due to any

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reason if THE OFFICE will remain open on any public holiday then THE CONTRACTOR has to provide service on the request of THE OFFICE.

- THE CONTRACTOR shall ensure break down call time of **48 hours** (Two working days) i.e. Total time taken by THE CONTRACTOR between registering the complaint and rectifying the fault. This time includes time taken to reach the site, diagnose, repair/ replace the faulty component/module/device & network equipment that are covered under the contract. **The complaints of Circle Office and division office shall be given due priority and complaint should be attended within 24 Hrs.**
- The compliance to the call will be certified by user Dept./IT Department on call to call basis for which THE CONTRACTOR will have to arrange for triplicate call report booklet, which will be signed by the user of THE OFFICE. THE CONTRACTOR shall intimate the status of complaints pending / rectified on a daily basis to IT department and also submit a consolidated report furnishing the details of calls attended, remedial action taken and their status on a monthly basis to THE OFFICE.
- THE CONTRACTOR shall ensure Spares availability by maintaining the stock frequently needed spares at our premises to minimize the down time. List and quantity of such spares to be kept in I.T. Department is enclosed in **Annexure-B**. In case, it is not possible to repair some equipment or not possible to repair at site and has to be taken out for repairs is treated as major complaint with jointly decided by Programmer / Jr. Input-output Ass. and Service engineer of THE CONTRACTOR. THE CONTRACTOR shall provide a suitable replacement as Standby arrangement within 48 hours so that the work is not hampered. The packing/unpacking, transportation, loading/unloading, connection/disconnection, configuration/re-configuration and any associated activity with the repair and maintenance shall be the sole responsibility of THE CONTRACTOR. If standby arrangement has been made then it shall be replaced with original or functionally equivalent equipment within 15 working days.
- In case of **major complaints**, the equipment shall be set right and restored in working condition within **7 days** from the date of reporting of fault. However, after deciding that it is a major fault, a standby unit shall have to be provided by the CONTRACTOR within 48 hours, so that the work of the user/section is not hampered. The provision of standby unit does not absolve you from the responsibility of repairing the fault early. If the faulty equipment is not rectified and installed within **7 days** from reporting the fault, then the penalty deduction will be made as per clause no. 6. Of this order.
- In case if THE CONTRACTOR is not able to repair the original equipment, THE CONTRACTOR shall supply the new substitute of same specifications or of higher specifications of reputable brand, with prior approval of THE OFFICE. In case, if THE OFFICE found the substitute of lower quality or cheaper

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substitute than the difference between genuine substitute of reputable brand and the one used by THE CONTRACTOR has to be paid by THE CONTRACTOR.

- Any defective parts withdrawn from the EQUIPMENT and replaced by THE CONTRACTOR shall become the property of THE CONTRACTOR and the parts replacing the withdrawn parts shall become the property of THE UGVCL.
- While taking the desktop maintenance CONTRACTOR shall be required to affix their identity stickers showing the firm's name, telephone numbers and also prepare a list containing all the relevant information of the computers, along with the name of user, IP address, department, and office names, etc. these list will be verified by the UGVCL and modification/corrections , if any required will be carried out and the exact number of desktops will then be accordingly decided and fixed finally for the purpose of maintenance work.
- Failure in adhering to any of the terms and conditions mentioned in the scope of work will attract penalty clause.
- You must stock frequently needed spares at our premises to minimize the down time. List and quantity of such spares to be kept in I.T. department is enclosed in ANNEXURE-B. Any cost incurred towards transportation of faulty/repared as well standby equipment shall be borne by you.
- You have to attend and rectify the minor complaints on the same day (if the complaint is logged by 5.00 PM) or latest by the next day. The complaints of office of Superintending Engineer and Executive Engineer shall be given due priority.

3. MAN POWER:

- All Three manpower deployed by the contractor should be suitable qualified and trained for the job intended to be performed by them. Such persons will have to be produced before the concerned Jr. Input/output Ass. before engaging them.
- The manpower should be conversant with local language "Gujarati" in addition to the working knowledge of English, Hindi, so as to interact with our staff.
- The deputed manpower should be extremely polite with our staff.
- It will be mandatory for employees of services provider to display the identity card issued by your office.
- UGVCL will carry out independent checks, as required.

Date : _____

Place : _____

Signature & Seal of tenderer



- Sufficient number of co-coordinators will have to be employed by the service provider to ensure smooth working with different offices.
- It will also be mandatory for employees of services provider to provide communication facilities Mobile for smooth work with our staff.

4. Order Value:

The Total value of the work is _____ with all taxes. Income tax will be deducted as per prevailing rules of the income tax.

5. Payment Terms:

- **Quarterly**, after rendering services for the Quarter. You have to submit the bills in triplicate along with advance stamped receipt and Quarterly Preventive Maintenance Report Office wise with monthly maintenance and repair log detail as per format given by Jr. Input/output Ass. at the end of each quarter addressed to Superintending Engineer, UGVCL, Circle office, Mehsana along with certificate of IT Department of CIRCLE Office. Payment made as per quantity in Quarterly Preventive Maintenance Report office wise with office head signature. Payment of Bills will be made through REAL TIME GROSS SETTLEMENT (RTGS) System while submission of bill prescribed RTGS form shall have to be submitted for each Bill by Contractor/Agency.

6. Penalty :

- Every minor complaint should be attended within 48 Hrs. (two working days) and major complaint (jointly decided by Programmer /Jr. Input-output Ass. and service engineer of THE BIDDER) should be attended within 7 days from the date and time of complaint lodged and for each non-responsive event, failing which penalty shall be imposed as described.
- If THE BIDDER fails to resolve the complaint as per scope of work, for the each complaint penalty would be levied **@ 10% of Quarterly Charges** of the equipment per day after minimum time given to solve the complaints up to 3 days after that from the fourth day the Penalty would be levied **@ 15% of Quarterly charges** of the equipment per day from the date of complaint. The amount of such penalties shall be subject to a **maximum limit of 25% of the annual contract value**.
- If any EQUIPMENT under maintenance remains unrepaired as per scope of work, in such case UGVCL will be free to get it repaired from third party at THE BIDDER risk and cost. The amount so paid to the third party will be deducted from the amount due to THE BIDDER without any further intimation or correspondence in this matter. Sum of all recoveries levied during the quarter shall, however, be limited to the amount of quarterly bill.

Date : _____

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- Delay in excess of 4 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.

7. Nos. of Units:

- Nos. of units to be attended will vary as per the periods mentioned in Schedule-B. This is tentative and may have minor modification. Also in case of up-gradation / obsolescence of an equipment or damaged system beyond repair, the maintenance for the same will be terminated. Similarly, any new equipment over and above mentioned in Schedule- B after warranty, if IT staff decide then may be added. This order will get modified to that extent automatically on proportionate rate basis.

8. Preventive Maintenance :

- THE Contractor shall conduct Preventive Maintenance (including but not limited to inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior and exterior of the EQUIPMENT, checking and necessary repairing of the EQUIPMENT) once within the first fifteen days of the commencement of the maintenance period and then quarterly during the currency of this Agreement, on a day and at a time to be mutually agreed upon and inform the representative of THE OFFICE about any necessary steps to be taken like back up of data. Service provider would maintain the preventive maintenance record as per annexure-“C” in a separate report must be submitted with quarterly bill.

9. Termination of Contract:

- The company reserve the right to terminate the agreement by giving one month's notice in writing and no charges towards the unexpired period will be payable by the UGVCL.

10. Security Deposit :

Security deposit for 10% of contract value in the form of DD or bank guarantee towards the performance of the contract in accordance with the terms and condition specified therein. The guarantee shall be valid up to 45 days after completion of the entire contract work. No interest shall be paid by UGVCL on security deposit.

11. Insurance:

- You shall have to insure against liability to Third Parties for any death or personal injury and loss of or damage to any physical property, including your property, other than the works arising out of

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performance of the contract and occurring before the issue of the last defect liability certificate. Such insurances shall be effected by you before starting any work at the site and should be valid up to completion or extended period of work completion.

12. Agreement :

- As per company's rule an agreement on stamp paper of appropriate value is to be done in the prescribed form within seven days from the receipt of the order on your cost.

13. Contractor's Liability: The UGVCL does not accept any responsibility as regards factories Act. Workmen compensation Act. Minimum wages Act or any other acts of rules, which is concerned with the labors. You will be fully responsible for the persons/labors engaged by you, for any activities to be completed as per scope of this contract. You will have to submit the list of the person's along with their full permanent address and contact no. who are engaged by you for this work.

- During the performance of the contract, if the person(s) of THE CONTRACTOR meet with any accident which results into the death or injuries to the person(s) of THE CONTRACTOR or any damage made to the Third party and any claim or legal penalties arise out of it will be responsibility of THE CONTRACTOR only. UGVCL will not be responsible in any way. Traveling expenditures and any other expenditure of your Engineers will be borne by THE CONTRACTOR.

14. Sub Contract of AMC :

- THE CONTRACTOR will not subcontract or permit anyone other than THE CONTRACTOR personnel to perform any of the work, services or other performance required of THE CONTRACTOR under this Agreement without the prior written consent of THE OFFICE.

15. Confidential and Proprietary DATA :

- THE CONTRACTOR acknowledges that all material and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to THE OFFICE. THE CONTRACTOR agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party. THE CONTRACTOR agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and nondisclosure of confidential information under this Agreement can be fully satisfied.

Date : _____

Place : _____

Signature & Seal of tenderer



16. **Contract period** : The term shall be initially for a period of 1(one) year from the date of receipt of order, after fulfilling the services of UGVCL and the period can be extended for a further period of one year or original order value 50% cost as mutually agreed.

17. **Goods and Service Tax (GST) :**

The F.O.R. Destination 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 of GST and Cess as applicable should be clearly 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).

You shall have to submit a C.A Certificate & duly authorized Signatory of successful bidder, certifying that you have not claimed Refund of any applicable GST and Cess, charged to COMPANY or shall not claim any such Refund, on a future date, from the concerned Authorities and if, any Refund, in respect of such GST and Cess, is claimed by you, it will be immediately passed on to the COMPANY, without COMPANY making any specific Claim, for the same, either from the Department or from you. 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.

If the Supplier/Contractor has opted for the Composition scheme of GST, the same must be clearly specified with valid Declaration & Certificate from Department. In the event of withdrawal/cessation of the Supplier from Composition scheme during the tenure of the contract, the rate mentioned in the price bid shall be final and any additional GST will have to be borne by the tenderer. In no case additional amount towards tax or otherwise will be paid / reimbursed to supplier/contractor. Further Statutory Variation clause will not be applicable in case of Supplier /Contractor has opted for Composition Scheme under GST.

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 GUVNL's statutory variation clause shall apply.

Date : _____

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INPUT TAX CREDIT BENEFIT

In the event of any statutory increase in the rate of Input Tax Credit and / or due to inclusion of any other additional item of their inputs / input services under the ambit of the Input Tax Credit provisions under the GST Act, subsequent to the date of submission of the offer, the same should be passed on to COMPANY and you should inform such changes to COMPANY from time to time.

18. Execution programmer and co-ordination procedure

The contractor shall deploy sufficient number of qualified employees so to ensure that the various jobs/complaints completed in time. Details of such manpower and other resources shall be provided by the contractor to company for concurrence and the company reserve the right to ask the contractor to augment manpower or resources for ensuring timely completion of all tasks.

19. Default in performance by agency:

If the contractor is not executing the works in accordance with the contract or is neglecting to perform his obligation, the UGVCL may give notice to the contractor. The notice will be issued on occurrence of any event described hereunder.

- The agency has failed to fulfill any rules/regulation within reasonable time.
- The agency assigns the contract/ or subcontracts whole of works or part thereof.
- The contractor/agency becomes bankrupt insolvent, has a receiving order made against him or compounds with his creditors, or carried on business under a receiver, trustee or manager of the benefit of his creditors or goes into liquidation.
- Any other instance which violate the terms and conditions of this order.
- During this period, any work carried out by outside agency, such expense should be recover from bill.
- The UGVCL may after giving 10 days' notice to the contractor, terminate the contract. Any such expulsion and termination shall be without prejudiced to any other rights or powers of the UGVCL or the contractor under the contract. The employer may upon such termination complete the work himself.
- The UGVCL shall not be liable to make any further payment to the contractor until the works have been completed.
- The UGVCL reserve the right to reduce the quantity of contract.

Date : _____

Place : _____

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20. Restriction/termination of contract :

The UGVCL reserves the right to the quantity of contract quantity without any financial implication. No compensation or financial benefit will be given in case of decrease of the quantity or contract value. The company UGVCL also reserves the right to terminate the contract after giving 10 days RPAD notice, during the execution of work. In such event UGVCL shall resort to action of getting the work done through other agency as stated in Clause No. 13.0

21. Deliverables of the Agency :

The agency shall submit a consolidated report by the 30th day of each month giving therein the details of repaired/replace, Location/Office, Problem description, Time taken to solve problem, Nos. of Total solve and unsolved complaints etc. to consult Jr. Input/output Ass..

22. Financials :

- Should have a turnover of at least INR 25 Lacs in each of the last three audited financial years.
- You have to give last three years of works order regarding service and maintenance. which is showing minimum 4 lacs work order per year.

23. Arbitration :

- All matters, question, disputes, difference and / or claims arising out of and / or concerning and / or in connection and / or consequences or relating to this contract whether or not obligations of either of both parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed shall be referred to the mutually agreed arbitrator under Indian arbitration act 1996. The award of the arbitrator shall be final and binding on the parties to this contract.

- However, in any case if the requirement of Arbitration is felt then the appointment of Arbitrator will be made by UGVCL only and the decision shall be bound by the decision taken by such appointed Arbitrator.

- The equipment's which are not covered under the contract and which are still under the warranty at the time of the finalization of the contract but warranty period finishes during the

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period of the contract shall be covered under the contract on additional charges on Pro-Rata basis on the request of THE UGVCL for the period of contract.

- During the period of contract, in any dispute arising between THE UGVCL and THE CONTRACTOR, the decision of THE UGVCL will be considered final.
- However, in any case if the requirement of Arbitration is felt then the appointment of Arbitrator will be made by THE UGVCL only and the decision of THE CONTRACTOR shall be bound by the decision taken by such appointed Arbitrator.
- All correction / addition / deletion shall require authorized countersign.
- The jurisdiction of any dispute will be **Mehsana**.
- Unless otherwise specified, you shall abide by all the specifications and terms and conditions of the tender documents. None of the conditions stated in your offer or subsequent letter shall be deemed to be accepted, unless stated specifically stated herein.
- Please acknowledge receipt of this order and confirm you acceptance thereof within seven days. If you fail to acknowledge receipt of this order within the above mention period you will be deemed to have accepted the same on the terms and conditions set out therein.

24. Contractor's Undertaking :

- I/We have carefully read all the terms and conditions Contained in these order and am/are agreeable to the same.

Thanking You,

Date : _____

Place : _____

Signature & Seal of tenderer



➤ **Provide Document List**

Sr. No.	Documents
1	Goods and service tax registration
2	Pan Card
3	EPF Registration No
4	Soalvency Certificate @20 of Estimated Cost
5	Details of perosnnel / Technical staff available in the company for execution of work.
6	Details of tools and tackles owned and available for using in this work
7	Turn over details last three year on CA letterhead year wise(minimum 25 lacs)
8	Incometax return of last 3 years copy.
9	List of order executed in last three year(minimum 4 lacs per year for maintainance work only)
10	List of works tendered/in hand work along with copies of order
11	Provide the every quarterlyinvoicealong with employee payroll slip,EPF, ESIC in two copies.

Date : _____

Place : _____

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ANNEXURE-"A"

Sr. No.	Location Of Desktop	Approx. Qty.
1	Mehsana Circle	60
2	Mehsana RSO	12
3	Mehsana Division	39
4	Mehsana Rural	14
5	Mehsana CT	10
6	Mehsana HW	11
7	Mehsana IND	9
8	Jotana	10
9	Jagudan	11
10	Dhinoj	10
11	Kadi DO	35
12	Kadi City	14
13	Kadi 1	11
14	Kadi 2	14
15	Becharaji	11
16	Detroj	9
17	Vijapur DO	35
18	Vijapur SDO	9
19	Mansa	10
20	Gozariya	11
21	Ladol	10
22	Lodra	10
23	Kukarwada	10
24	Patan DO	44
25	Patan Ct1	14
26	Patan Ct2	10
27	Patan Rural	14
28	Chansama	11

Date : _____

Place : _____

Signature & Seal of tenderer

Save Energy for Benefit of Self and Nation



Uttar Gujarat Vij Company Limited

CIN : U40102GJ2003SGC042906

An ISO 9001:2008 Certified Company

29	Ranuj	9
30	Harij	9
31	Jangral	12
32	Sami	9
34	Shankheswar	2
35	Visnagar DO	42
36	Visnagar City	12
37	Visnagar 1	11
38	Visnagar 2	12
39	Vadnagar	10
40	Vadnagar Sec	2
41	Kheralu	12
42	Satlasana	9
43	Kheralu-2	11
Grand Total		630

Date : _____

Place : _____

Signature & Seal of tenderer



ANNEXURE-B

Sr. No.	Description of Items	Quantity
1	320GB/500 GB/1 TB or higher Hard Disk Drive	10 Nos.
2	Colour Monitor CRT / LCD / LED	05 Nos.
3	Optical Mouse PS2/USB (intex, lball, HCL, Compact etc.)	15 Nos.
4	Keyboard PS2/USB (intex, lball, HCL, Compact etc.)	15 Nos.
5	RAM 4GB DDR3/ 2 GB DDR2/1 GB DDR or higher	05 Nos. each type
6	SMPS/Power Supply Cable	10 Nos.
7	Motherboards	10 Nos.
8	All Types of cables and connectors.	10 Nos.(Each type)

Note:-The mouse and keyboard will have to be given a new one.

Date : _____

Place : _____

Signature & Seal of tenderer



SCHEDULE : B

Sr. No.	Description of Work	Estimate Qty.	Tender rate in Figure	Total
1	2	3	5	7
A	Desktop compressive Maintenance (HCL/HP/ACER MAKE) with Monitor, HDD, Motherboard, SMPS, RAM and other Accessories under jurisdictions of UGVCL Mehsana Circle.	630	1800.00	11,34,000
	Bidders offer(+/-) in % (B)			
	Grand Total (C) = A +/- (A*B)			
	Goods and service Tax D= C x GST % GST Rate: ____% SAC Code:			
	Grand Total including GST E= C + D			
	Final Offer in RS. =			
	Final Offer RS. In words			

The bidder shall quote firm price only. The price quoted will not be subject to any escalation till completion of work.

The above prices are inclusive of all taxes levies duties ,etc. except Goods and Service tax (GST). GST will be paid extra as applicable from time to time on a given taxable goods and /or services.

Signature of Contractor.

Superintending Engineer
UGVCL, CO, Mehsana.

Date : _____

Place : _____

Signature & Seal of tenderer



Uttar Gujarat Vij Company Ltd.
 Corporate Office: Nimbarka Road, Mehsana-384001, Gujarat
 Phone: (02752) 22080-81 Fax: (02752) 22080-82 E-mail: corporate@ugvcl.com
 CIN NO: U40102GJ2003SGC042906

PURCHASE REQUISITION 476590

Description Annual Maintenance Contract for computers of all offices of Mehsana Circle for the one year

Requisition Type -----
 Requisition for Repeat PO -----

Finally Approved Date : 17-DEC-21

Approver Note :
 Preparer : Mr. HARSHADKUMAR KANUBHAI

Current Approver : Mr. CHETANKUMAR JAGDISHCHANDRA

Final Approver : RAJPAL

Creation Date 17-DEC-21

Requisition Lines

Line No.	Item Code	Item Description	Category	UOM	Quantity	Price Amount (INR)	Tax (INR)	Amount With Tax (INR)	Need By Requestor & Its Org./ Date Buyer
1	9911020001	AMC FOR COMPUTER INCLUDING PERIPHERALS (ANNUAL MAINTENANCE CONTRACT)	99.00	Number	630	1800	0	1134000	Mr. HARSHADKUMAR KANUBHAI KANUBHAI LIMBACHIYA MEHSANA CIRCLE
Total					630	1134000	0	1134000	

Amount in Words:- ELEVEN LAKH THIRTY FOUR THOUSAND RUPEES
 Amount with Tax in Words:- ELEVEN LAKH THIRTY FOUR THOUSAND RUPEES

Approval Sequence

Sr No.	From Approver	To Approver	Action	Comment Date	Approver comment
1	LIMBACHIYA, HARSHADKUMAR,DE Technical Mehsana Circle	PARMAR, NARESHKUMAR,AO Accounts Mehsana Circle	SUBMIT	17-DEC-2021 11:17:09 AM	
2	PARMAR, NARESHKUMAR,AO Accounts Mehsana Circle	RESPONSE BY USER	RESPONSE -- APPROVE	17-DEC-2021 01:00:09 PM	OK
3	PARMAR, NARESHKUMAR,AO Accounts Mehsana Circle	RAJPAL, CHETANKUMAR,SE Technical Mehsana Circle	SEND	17-DEC-2021 01:00:09 PM	
4	RAJPAL, CHETANKUMAR,SE Technical Mehsana Circle	RESPONSE BY USER	RESPONSE -- APPROVE	17-DEC-2021 05:02:09 PM	ok
5	RAJPAL, CHETANKUMAR,SE Technical Mehsana Circle	LIMBACHIYA, HARSHADKUMAR,DE Technical Mehsana Circle	FYI: PO_REQ_APPROVED	17-DEC-2021 05:02:09 PM	

Item Key : 819321-948712

Date : _____

Place : _____

Signature & Seal of tenderer



RFQs (Uttar Gujarat Vij Company Lim) - [New]

Number	66278	Type	Standard RFQ	Created	21-DEC-2021
Ship-To	93000000:UGVCL	Bill-To	93000000:UGVCL	RFQ Status	Active
Due Date				Reply Via	
Description	AMC for computer including peripherals (Annual mainte			Price Bid Date	
		<input type="checkbox"/> Quote Approval Required		Buyer	Mr. HARSHADKUMAR
		Tech Bid Send-Rcvd Date		Currency	INR

Num	Type	Item	Rev	Category	Description	UOM
1	Works-Quantity	9911020001	0	99.00	AMC FOR COMPUTER	Numt

Item: 9911020001 AMC FOR COMPUTER INCLUDING PERIPHERIALS (ANNUAL MAINTENANCE)

Buttons: Currency..., Terms, Price Breaks, Suppliers

Date : _____

Place : _____

Signature & Seal of tenderer