



CIN – U40102GJ2003SGC042906

**UGVCL**  
**Uttar Gujarat Vij Company Ltd.****UGVCL/ VJPDO/TENDER/2022-23/ No-\_\_****TENDER ID:-****E-Urja Purchase Requisition No:-494353 ; RFQ No:- 68089**

**Name of Work:-**Supply of Printing of various types of Forms, Books & Register Under VIJAPUR Division.UGVCL..( As & when Required )

**Tender No. :** MSNCO/065/2022

|  |  |
|--|--|
| Estimate cost.   | Rs. 299910.00                                |
| Earnest Money.   | Rs. 3000.00                                  |
| Security Deposit.  | 10% of Tender Value                          |
| Relevant documents (By Registered Post A.D. or Speed Post only) submission date                    | On or before date 10/06/2022 Up to 18.00 Hrs |
| Date of opening of Tender fee, EMD cover and Technical Bid physical as well as online(if possible) | Date 13/06/2022 up to 12.00 Hrs              |
| Type of tender   | Item Rate.                                   |
| Tender Fee   | Rs. 300.00+18%GST=354.00RS                   |
| 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.  
UGVCL, DO, VIJAPUR

EXECUTIVE ENGINEER  
UGVCL, DO, VIJAPUR

**SCHEDULE : B**

**Name of Work: - Supply of Printing of various types of Forms, Books & Register  
Under Vijapur Division.UGVCL..( As & when Required )**

| Sr. No | Particulars              | Unit | Quantity | Rate | Total Rs. |
|--------|--------------------------|------|----------|------|-----------|
| 1      | DEBIT TO CREDIT SUSPANCE | NO.  | 20       |      |           |
| 2      | CREDIT TO DEBIT SUSPANCE | NO.  | 20       |      |           |
| 3      | General File             | NO.  | 2000     |      |           |
| 4      | General PUNTHA FILE      | NO.  | 1000     |      |           |
| 5      | KHAKHI COLOR BIG         | NO.  | 2000     |      |           |
| 6      | KHAKHI COLOR SMALL       | NO.  | 2000     |      |           |
| 7      | STEMP REGISTER           | NO.  | 6        |      |           |
| 8      | WINDOW COVER             | NO.  | 500      |      |           |
| 9      | IMPREST VOUCHER          | NO.  | 2000     |      |           |
| 10     | M.R BOOK                 | Pad  | 50       |      |           |
| 11     | C.R BOOK                 | Pad  | 50       |      |           |
| 12     | IBA REGISTER             | NO.  | 6        |      |           |
| 13     | CONSUMER CASE PAPER FILE | NO.  | 1000     |      |           |
| 14     | COLLECTION REGISTER      | NO.  | 6        |      |           |
| 15     | MONEY RECEPIT REGISTER   | NO.  | 6        |      |           |



|    |                                       |     |      |  |  |
|----|---------------------------------------|-----|------|--|--|
| 16 | CHANGE OF NAME IN ENGLISH FORM        | NO. | 500  |  |  |
| 17 | CASE FILE                             | NO. | 200  |  |  |
| 18 | THEFT DETACTION REGISTER 126          | NO. | 6    |  |  |
| 19 | THEFT DETACTION REGISTER 135          | NO. | 6    |  |  |
| 20 | COMPOUNDING CHARGE REGISTER           | NO. | 6    |  |  |
| 21 | AGREEMENT REGISTER                    | NO. | 6    |  |  |
| 22 | E-PANCHYAT REGISTER                   | NO. | 6    |  |  |
| 23 | RC BOOK                               | NO. | 100  |  |  |
| 24 | DC BOOK                               | NO. | 500  |  |  |
| 25 | AGREEMENT FORM NEW IND & AG CON       | NO. | 1000 |  |  |
| 26 | PDC ORDER                             | NO. | 500  |  |  |
| 27 | AKHARI NOTICE                         | NO. | 500  |  |  |
| 28 | OFFICE NOTE PERFORMA FOR REFUND OF SD | NO. | 500  |  |  |
| 29 | HT CONSUMER REGISTER                  | NO. | 5    |  |  |
| 30 | LT Billing D.R                        | NO. | 500  |  |  |
| 31 | LT BILLING C.R                        | NO. | 500  |  |  |
| 32 | CREDIT REGISTER                       | NO. | 6    |  |  |
| 33 | DEBIT REGISTER                        | NO. | 6    |  |  |
| 34 | Legal Notice                          | NO. | 1000 |  |  |
| 35 | NC Ledger Book                        | NO. | 6    |  |  |
| 36 | Cheque Register                       | NO. | 6    |  |  |
| 37 | Batch Card                            | NO. | 500  |  |  |
| 38 | Meter Reading Cross Chek Register     | NO. | 6    |  |  |
| 39 | Cheque Dishonour Register             | NO. | 6    |  |  |
| 40 | Master Correction Register            | NO. | 6    |  |  |
| 41 | Daily Collection Register             | NO. | 6    |  |  |



|    |  |     |      |  |  |
|----|--|-----|------|--|--|
| 42 | Payment Control Register                             | NO. | 6    |  |  |
| 43 | Consumer General Ledger of N.C<br>&Temp.con Register | NO. | 6    |  |  |
| 44 | Load Register  | NO. | 6    |  |  |
| 45 | Subsidiary Cashbook Register                         | NO. | 6    |  |  |
| 46 | TEST REPORT REGISTER                                 | NO. | 12   |  |  |
| 47 | GP REGISTER  | NO. | 18   |  |  |
| 48 | PETROLLING & maintance register                      | NO. | 12   |  |  |
| 49 | METER STOCK REISTER                                  | NO. | 15   |  |  |
| 50 | PERFOMA-15   | NO. | 2000 |  |  |
| 51 | PROGRRAME REGISTER                                   | NO. | 12   |  |  |
| 52 | METER REPLACEMENT REGISTER                           | NO. | 12   |  |  |
| 53 | CONSUMER COMPLAIN REGISTER                           | NO. | 12   |  |  |
| 54 | PAID PAINDING REGISTER                               | NO. | 12   |  |  |
| 55 | A1 FORM  | NO. | 2000 |  |  |
| 56 | GATE PASS BOOK                                       | NO. | 100  |  |  |
| 57 | WRAP METER OPEN LAB NOTICE                           | NO. | 1000 |  |  |
| 58 | APPLICATION OF CONSUMER FORM                         | NO. | 1000 |  |  |
| 59 | POIE REGISTER  | NO. | 12   |  |  |
| 60 | TRANSFORMER FAIL REGISTER                            | NO. | 12   |  |  |
| 61 | MANUAL ESSTIMATE BOOK                                | NO. | 6    |  |  |
| 62 | TRANSFORMER REGISTER                                 | NO. | 12   |  |  |
| 63 | Indian of Vehical                                    | NO. | 5000 |  |  |
| 64 | Transformer TR-1 Register                            | NO. | 6    |  |  |
| 65 | Chek List Form of Transformer                        | NO. | 3000 |  |  |
| 66 | Transformer Maintance Form                           | NO. | 500  |  |  |
| 67 | Consumer Complain Book                               | NO. | 1000 |  |  |



|    |  |     |      |  |  |
|----|--|-----|------|--|--|
| 68 | METER TESTING REGI.1-PH & 3-PH.Reegister | NO. | 6    |  |  |
| 69 | LAB STATEMENT                            | NO. | 2000 |  |  |
| 70 | METER TESTING REGISTER                   | NO. | 12   |  |  |
| 71 | HT CHEKING SHEET                         | NO. | 25   |  |  |
| 72 | LT CHEKING SHEET                         | NO. | 100  |  |  |
| 73 | Meter Sealing Register 1-ph & 3-phase    | NO. | 48   |  |  |
| 74 | Panchnama Book                           | NO. | 500  |  |  |
| 75 | HT Cheking Register                      | NO. | 5    |  |  |
| 76 | GP Meter Register                        | NO. | 5    |  |  |
| 77 | Panel Meter Testing Register             | NO. | 5    |  |  |
| 78 | Batch Testing Ruff Register              | NO. | 5    |  |  |
| 79 | Hiring Vehical Voucher                   | NO. | 1000 |  |  |
| 80 | Muster RolRegirster                      | NO. | 25   |  |  |
| 81 | Register With logo Small                 | NO. | 50   |  |  |
| 82 | Register With logo Medium                | NO. | 50   |  |  |
| 83 | Half Putha File                          | NO. | 100  |  |  |
|    | Total Estimated Amount Rs.               |     |      |  |  |
|    | GST _____% Rate                          |     |      |  |  |
|    | Total Amount                             |     |      |  |  |

The Bidder shall quote Firm Price only. The Price quoted will not be subject to any escalation till completion of work.

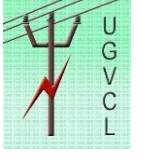
GST Will be paid extra as applicable from time to time on a given taxable goods and /or services.

સુપ્લાયર ઉપરોક્ત દર્શાવેલ સિડ્યુલ -બી ની દરેક આઈટમ નો નમુનો અત્રેની ઓફિસ રૂબરૂ આવી નમુનો જોઈ પછી ભાવ ભરી શકે છે.



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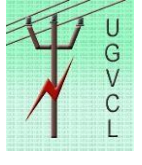
**UGVCL**  
**Uttar Gujarat Vij Company Ltd.**



સદર ટેન્ડર ના એક કવર માં બે અલગ અલગ કવર મૂકવાના રેહશે. (૧) ટેકનિકલ બિડ ડિમાન્ડ ડ્રાફ્ટ સાથે બધા દસ્તાવેજ સાથે નું કવર (૨) ભાવપત્રક નું કવર.

**Signature of Contractor with Rubber Stamp**

**Executive Engineer  
UGVCL, Vijapur DO**

**IMPORTANT:**

TENDER DOCUMENTS WILL NOT BE ISSUED IN PHYSICAL FORM. After downloading the tender documents from the website and after filling up the required details, same should be submitted by Registered Post A.D. or by Speed Post ONLY super scribing Tender cover by TENDER INQUIRY NO:-

**(a)** Tenders are to be addressed to Executive Engineer: UGVCL. Division Office Vijapur.  
(Tenders through Courier Service/ Hand Delivery will not be allowed).

**(B)** All the relevant documents as per requirement of the Tender also to be submitted physically along with the Tender Fee, EMD cover in sealed cover on OR before date as mentioned in above schedule. The tender documents are to be submitted namely Tender fee/EMD/Technical Bid including terms and condition with all important enclosures of the tender documents in separate covers super scribing the respective covers accordingly along with the tender NO.: \_\_\_\_ .All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained.

No tender shall be accepted / opened in any case received after due date and time of receipt of tender irrespective of delay due to postal services or any other reasons and that the UGVCL shall not take any responsibility for late receipt of the tender.

**Note:-** Initially, Cover of Tender fee & EMD will be opened. The technical bids of Contractors may be ignored /rejected if tenders are found without appropriate Tender fee & EMD. (1)Contracter submit technical bid & Price Bid in Different Cover.

The bidder has to confirm & sign with stamp all pages of "GENERAL CONDITIONS OF CONTRACT Any technical questions, information & clarification that may be required pertaining to this inquiry should be referred to Executive Engineer: UGVCL. Division Office, Vijapur.

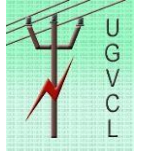
**Submit following documents with technical bid.**

1. Tender Notice copy (downloaded) with sign and stamp.
2. Copy of GST registration. if supplier has not GST NO., he attech his Letter Pad on written as "he has not turn over more than 2000000/- (Twenty Lakhs ) in Annual Year.
3. Contractor should produce PAN No. copy.
4. D.D OF TENDAR Fee & EMD Fee.

Executive Engg UGVCL Vijapur DO reserves the right to reject any OR all tenders without assigning any reasons thereof...

**Contractor Signature**

**Executive Engineer**  
UGVCL VijapurDivision

**GENERAL CONDITIONS:**

1. Time limit 24 month from the date of the order issued.
2. No. Extra charge or any escalation charge will be paid by company
3. Inferior and Poor quality material will be rejected.
4. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the supply to be executed and local conditions and other factors having bearing on the execution of the supply.

Performance remaining will be extended OR in case of poor performance undersigned reserve right to cancel the rest of order.

**1) A. Earnest Money Deposit:**

Earnest money deposit of 3000.00 should be submitted in form of Demand Draft in favor of Uttar Gujarat Vij Company Limited drawn on any scheduled bank, payable at Vijapur. **B.** Tender without Earnest Money will not be considered for acceptance.

**C.** Earnest Money deposit will be forfeited in case the successful tender after his tender has been accepted fails to pay the prescribed Security Deposit.

**2) Acceptance of Tender:-**

The UGVCL does not bind itself to accept the lowest or any tender, without giving any Reason is assigned for the rejection. It is also not binding on the UGVCL to disclose any Analysis reports on the tender. Conditionally tender will not be accepted. **Executive Engineer, UGVCL Vijapur DO, reserves the right to accept or reject any or all tenders without assigning any reason thereof.**

**3) Security Deposit:-**

The lowest tender whose tender is accepted shall have to pay 10% Security deposit of the Order value within 10 days from the receipt of the acceptance order. If you fail to supply the material within time limit your security deposit will be forfeited.

**4) Jurisdiction:-**

Any dispute of difference arising under this connection with contract shall be subject to the exclusive jurisdiction of UGVCL Vijapur DIVISION.

**5) Payment:-**

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) General:-**

- A.** The tenderer must quote his rate per units specified the schedule including all taxes in Figures as well as in words. If there is difference between rates quoted in words or figures Quoted in words shall prevail.
- B.** All tender must be submitted in forms provided by this office and must be clearly & legibly Filled in the tenders should be filled in ink. The tenderer are requested to sign wherever mentioned in tender and schedule or rates and if not signed the tender shall be rejected.

**7) Penalty of Late Delivery:-**

In case if the work is not completed within time limit the penalty for late delivery will be charged as decided by the competent authority.

**8) Acceptance of Suppliers:-**

In case of any dispute regarding work or any other defect found. The undersigned will have full right to reject the entire fabricated quantity or to stop payment in case of unsatisfactory work and that will binding to the supplier.

**9)** Commercial & Technical Specifications of the work stated in subject are as per UGVCL.

**10)** The successful supplier will have to sign on agreement as per the UGVCL's rules on a stamped paper and the necessary stamp duly charges shall be borne by the supplier

**11)** In Schedule B Quantity May be Changes.

**12) REPEAT ORDER**

The Company may place repeat Order / additional Order after obtaining written consent of successful bidder, provided there is no conspicuous downtrend in the price of such item after obtaining approval from next authority of order approving authority. The Company reserve the right to place repeat orders / additional orders on the successful Tenderers up to 50% of the original quantity / amount of the A/T at the same Prices, Terms and Conditions stipulated in the original contract. The work completion period for repeat order should be given considering proportionate schedule of main order and it will be started on completion of contractual delivery period of main order. The company reserves the right to reduce the quantity, if required.

૧૩>> સપ્લાયરે વિજાપુર વિભાગીય કચેરી થી જે પરફોમાં પ્રિન્ટિંગ કરવાનો હશે તેનો નમૂનો રૂબરૂ આવી લઈ જવો. તેની સપ્લાયર ને સેલિફોનિક/ પત્ર દ્વારા અત્રેની કચેરી દ્વારા જાણ કરવામાં આવશે. જે પરફોમાં પ્રિન્ટિંગ કરવાનો હશે તેની સંપૂર્ણ કામ પૂરું કરી પરત ઓર્ડર આપ્યા ની તારીખ થી ૩૦ દિવસ માં મેહસાણા વિભાગીય



કચેરીમાં સપ્લાયર પોતાના ખર્ચે તથા જોખમે જમા કરવાનું રેહશે. જો આમ કરવામાં નિષ્ફળ જશો તો યુજીવીસીએલ કંપની ના નિયમોનુસાર પેનાલ્ટી બિલ માથી કાપવામાં આવશે.

૧૪>> જે પરફોમાં પ્રિંટિંગ થઈ તેયાર થઈ ગયેલ હશે તેને મેહસાણા વિભાગીય કચેરી માં પહોચાડવા માટેનો સંપુર્ણ ખર્ચ સપ્લાયર ને ચૂકવાનો રહેશે. યુજીવીસીએલ દ્વારા કોઈપણ જાતનો ટ્રાન્સપોર્ટેશન ખર્ચ સુકવામાં આવશે નહીં.

૧૫>> વિજાપુર વિભાગીય કચેરી થી જે પરફોમાં પ્રિંટિંગ કરવા આપ્યા હશે તે નમુના મુજબ જ સપ્લાયરે પ્રિંટિંગ કરી આપવાનો રહેશે. જો નમુના મુજબ પ્રિંટિંગ નહીં થયેલ હોય તો તે માલસામાન વિજાપુર વિજાગીય કચેરી સ્વીકારશે નહીં. તેની સંપુર્ણ જવાબદારી સપ્લાયર ની રેહશે. તેનું વિજાપુર વિભાગીય કચેરી તરફથી કોઈ પણ જાતનું પેમેન્ટ કરવામાં આવશે નહીં.

૧૬>> વિજાપુર વિભાગીય કચેરી ને જેમ જેમ જરૂરિયાત હશે તેમ તેમ સપ્લાયર ને પ્રિંટિંગ નું કામ આપવામાં આવશે.

૧૭>> વર્ક ઓર્ડર આપેલ તારીખ થી ૨૪ મહિના ની ઓર્ડર સમયમર્યાદા રેહશે. જો આ સમય દરમ્યાન ટેન્ડર ની રકમ પૂરી થશે તો ઓર્ડર પૂર્ણ થયેલ ગણાશે.

**Contractor Signature with Stamp**

**Executive Engineer,  
UGVCL Vijapur Division**