

SCOPE OF WORK AND GENERAL INSTRUCTIONS TO BIDDERS: UGVCL/SP/II/1158

- The Uttar Gujarat Vij Company Limited (UGVCL) invites recognized, Registered, well established and financially sound Manpower Service Providers for providing the service of Peon, Attendants, gardener etc on contract (outsourced) basis for use of UGVCL Corporate Office & field units.
- The Contract for providing aforesaid service will be for two years from the date of agreement. The period of contract may be further extended if required or may be curtailed/ terminated before the due date owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the Corporation's requirements. UGVCL, however, reserves right to terminate the contract at any time after giving 7 (seven) days' notice to the selected provider, if the provider fails to provide quality of services. In the event of such termination of the contract, the firm/ manpower service provider shall only be entitled for the amount for services actually provided under the contract till the termination of the contract, subject to deduction, if any, under the terms of contract. No other claims can be allowed or considered.
- UGVCL has tentative requirement for Manpower. The requirement may increase/decrease as per requirement of the Corporation.

The approximate no. of Manpower (Attendant) requirement is as follows:-

Sr. No.	Office	Nos. of Requirements (Peon/Attendant/Gardner)
1	R&C OFFICE	03
2	MEHSANA	11
3	PALANPUR CO	18
4	HIMATNAGAR CO	04
5	SABARMATI CO	20
	TOTAL	56

Agency has to quote only % of service charge only. The rate for service charge should not be less than 3% of the Basic Salary/wages. The Agency quoted lowest service charge less than 3% shall be declared disqualified.

- **(A) SPECIFICATION OF PERSONNEL TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER**
- Should have possessed minimum Physical Standards.
- The minimum age limit of the personnel to be deployed by the Manpower Service Provider should be **above 18 years** of age and not exceeding 50 years as on date of deployment.
- Minimum Qualification: Should have passed minimum 8th class standard with good physique for attending the work.
 - UGVCL shall verify the suitability of the candidates before deployment by Manpower service provider / agency.
- The Personnel deployed will be well dressed as per the dress code

prescribed by the Manpower service provider with Identity card.

List of Manpower short listed by the Firm for deployment Containing full details i.e. date of birth, marital status, address, educational qualification etc. shall be submitted.

- Copies of certificates about required qualifications of individual persons shall be submitted by the Agency before deployment.

There shall be a Contract for Services instead of Contract of Service for all practical purposes. The contractor shall make this clear to the deployed personnel and get an undertaking that he / she shall not have any claim for permanent service in UGVCL as a consequence of his / her deployment on outsourced basis and no representation on this behalf shall be entertained.

- **Validity:-**

The Offer should be valid for a period of 180 days from the date of opening of technical bid, failing which the tender will be liable for rejection.

- **Price:**

The price quoted should be firm and should be in Indian Rupees. The details regarding quoting of price bid are indicated in Section III of price bid format. Quoting in any other form than the enclosed Bid format will make the offer liable for rejection. The rate quoted shall remain firm throughout the period of the contract.

- **Duration of Contract:**

The effective date of the contract for providing the aforesaid services shall be the date of the contract **agreement made** and would continue till completion of **02 (Two) years** from that date. The Management of UGVCL, reserves the right to terminate the contract by giving **01 (One) months' Notice** to the selected Firm / Agency (s).