



PASCHIM GUJARAT VIJ COMPANY LIMITED

Registered & Corporate Office: "Paschim Gujarat Vij Seva Sadan"
Off. Nana Mava Main Road, Laxminagar, Rajkot - 360004.
CIN U40102GJ2003SGC042908
Tele. No.: (0281) 2380425, 2380427, Fax: (0281) 2380428

CIRCLE OFFICE

Office of The Superintending Engineer, PGVCL Circle Office,
Old Power House Compound, Near Gandhi Baag, Chital Road,
AMRELI – 365601

Phone : (02792) 223836,

Fax : (02792) 222380, E-mail: seamr.pgvcl@gebmail.com



WORK OF "ANNUAL RATE CONTRACT FOR CLEANING OF OFFICE BUILDINGS AND POWER HOUSE CAMPUS @ AMRELI"

SUPERINTENDING ENGINEER (O&M)
PASCHIM GUJARAT VIJ COMPANY LIMITED
CIRCLE OFFICE : AMRELI
PHONE : (02792) 223836 FAX - (02792) 222380

TENDER NOTICE

TENDER NOTICE NO: 308/AMCO-17/2016-17/63

Tender for work of “Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli” on Twin Cover Basis is invited from Civil Contractors duly registered with Govt. Class-E-2 or above. The details are as under:

“No Courier Service Or Hand Delivery” will be allowed.

Estimated Cost.	Rs. 04,80,312.00
EMD (by DD only)	Rs. 4,900/-
Last date of receipt of Tender. BY RPAD & Speed Post only	02-01-2017 up to 18:00Hrs
Date of opening of technical bid of tender (if possible)	03-01-2017 at 12:00 Hrs.
Date of opening of price bid of tender (if possible)	04-01-2017 at 12:30 Hrs.
Tender Fee (by DD only) (non refundable)	Rs.600/-
Security Deposit	5% of (Order value)
Time Limit	12 Months

The rights to reject / accept and or split of tender are reserved by the undersigned without giving any reasons thereof.

Blank tender copy can be obtained by downloading from our web site www.pgvcl.com & submit tender documents to the office of The Supdt. Engineer, PGVCL Circle Office, Amreli

The tenders are to be submitted by the intending bidder by two bid system in which Two envelopes are to be enclosed in **One Main Envelope** having written on it **Tender for work of “Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli”** The two envelopes to be enclosed are as follows :

- 1. Sealed cover no. 1 - Technical Bid :** The Cover Should have written on it Envelope no 1 Technical Bid for work of “Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli” It should contain DD of Tender Fee and EMD, along with all attested documents such as **Signed Tender Copy, Pan card, Provident Fund (PF) registration, Service tax documents, Registration: - “E-2” or above, Solvency Certificate: - 1.00 Lacs Rupees, Experience Certificate: - Experience of house keeping in Govt. / Semi. Govt. with a value of Five Lacs per annum or more in single order, Labour license, ISO certificate (if available)**

Those tenderer who satisfy all such conditions will be qualified for opening of price bid.

- 2. Sealed cover no. 2 - Price Bid :** The Cover Should have written on it Envelope no 2 price Bid for work of “**Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli**” It should contain **Signed Schedule B** with quoted rate.

The Earnest Money Deposit and Tender Fee will be accepted **only by Demand Draft** drawn on any Scheduled Bank & payable at ‘Amreli’ in favour of *Paschim Gujarat Vij Company Limited*. Tender without EMD and Tender Fee shall be rejected,.

Tender duly filled up should be submitted by **Registered Post A.D./Speed Post** only to above address, Circle Office, Amreli. Tender packet should have written on it “**Tender For The Work Of:- Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli**”

**Superintending Engineer (O&M)
PGVCL, Circle Office, Amreli.**

TENDERER SHOULD ATTACH DOCUMENTS IN FOLLOWING ORDER
(All Documents are mandatory without which bid will be disqualified)

The tenders are to be submitted by the intending bidder by Two Bid system in which Two envelopes are to be enclosed in **One Main Envelope** having written on it **Tender for work of “Annual Rate Contract for Cleaning Office Buildings and Power House Campus @ Amreli”** The two envelopes to be enclosed are as follows

COVER NO: 1 (TECHNICAL BID)

1. D.D. of Tender Fee
2. D.D. of EMD
3. Tender Copy (Duly Signed and Stamped On Each Page)
4. Pan card
5. Provident Fund (PF) registration
6. Service tax documents.
7. Registration: - “E-2” or above
8. Solvency Certificate: - 1.00 Lacs Rupees
9. Experience Certificate: - Experience of house keeping in Govt. / Semi. Govt. with a value of Five Lacs per annum or more in single order.
10. Labour license
11. ISO certificate (if available)

(Without these documents, the tenderer will not be qualified for price bid)

COVER NO: 2 (PRICE BID)

1. Signed Schedule B with quoted rate in words and Figure duly Signed and Stamped.

(NOTE: Tender will be available on website and is to be downloaded for quoting the tender. No physical copy will be sold)

PGVCL authorities reserve the right to reject any OR all tenders without assigning any reasons thereof.

Superintending Engineer (O & M)
PGVCL, Circle Office, Amreli

Signature of Contractor with Seal

The rights to reject / accept and or split of tender are reserved by the undersigned without giving any reasons thereof.

Tender fee & EMD will be accepted only by D.D. drawn on any Scheduled / Nationalized Bank or bank authorized by RBI to undertake the state govt. business, Payable at Amreli drawn in favour of Paschim Gujarat Vij Company Ltd. (Cheques are not accepted). Tenders submitted without tender fee/EMD will not be considered.

Documents required for bidding the tender : Signed Tender Copy, Pan card, Provident Fund (PF) registration, Service tax documents, Registration: - "E-2" or above, Solvency Certificate: - 1.00 Lacs Rupees, Experience Certificate: - Experience of house keeping in Govt. / Semi. Govt. with a value of Five Lacs per annum or more in single order, Labour license, ISO certificate (if available). Those tenderer who satisfy all such conditions will be qualified for opening of price bid.

Tender Fee: Demand Draft No & Date: _____ Issued by
_____ Bank & Branch

Earnest Money Deposit : Demand Draft No. & Date: _____ Issued by
_____ Bank & Branch.

**Superintending Engineer (O & M)
PGVCL, Circle office Amreli**

GENERAL TERMS & CONDITIONS:

1. Tender is invited for “Annual cleaning contract at Circle Office Amreli Power house campus .
2. The details of works to be executed is mentioned in Schedule `B`
3. he work shall have to be executed as per the instruction of Engineer in charge.
4. The work is to be carried out at PGVCL, Amreli at the below mentioned address.
Paschim Gujarat Vij Company Limited, Office of Superintending Engineer (O&M) , PGVCL Circle Office, Old Power House Compound, Near Gandhi Baug, Chital Road, Amreli
5. Carrying out the cleaning of Officers Chambers, offices, toilets, glasses, Tables, Fans, Parking, and Open Yard etc. as directed by EIC and as per **Annexure A**
6. The work involves cleaning of offices including surrounding areas etc. carried out regularly as per the instruction of Engineer-In-Charge. All require material is to be supply by the contractor.
7. While cleaning offices / glasses utmost care should be taken so that existing furniture/ building is not damaged. The debris / waste should either be destroyed or thrown away at appropriate location as directed by EIC.
8. The persons engaged should work for 8 to 12 am and 2 to 6.0 PM ,The cleaning of office rooms at all offices are to be completed till 10 AM ,Remaining hours is to be utilized in cleaning of Sanitation block Passages, Staircase, conference room, parking Paving roads etc as per the schedule narrated in scope .
9. Workers timings can be adjusted in consultation with Engineer-In –Charge.
10. The rates quoted shall be on firm price basis & no price variation etc. will be payable on anything till completion of contract.
11. The rates quoted should be valid for Twelve months.
12. The rates should be inclusive of all taxes as applicable and the same are to be shown separately in the bill raised for payment.
13. Taxes, duties etc. as applicable will be deducted from the bills as per rules.
14. The contractor should have to maintain the quality of work for cleaning & also the timing of workers throughout the contract period failing which the contract will be liable to be cancelled without giving any notice at the risk and cost of the contractor.
15. The undersigned reserves the rights to reject any or all the tenders or to accept any tender without assigning any reason thereof.
16. The undersigned reserves the right for any addition, alteration in the tendered items as per actual site condition and requirement.
17. The Company reserves the right to terminate the contract at any time without assigning any reason. The contractor shall not be entitled to any compensation on such termination of contract.
18. If contractor fails to execute the order successfully, for a stipulated time limit & as per requirement the order will be got completed through other agency at the risk and cost of contractor. (Difference if any due to higher rate, will be recovered from the contractor)
19. No tools, tackles nor their maintenance and manpower for execution of order will be provided by PGVCL.
20. All other material such as bucket, cotton waste, brush etc. is to be arranged by contractor himself as per attached list of material.

21. In case of accident to the workers at the time of working or during execution of contract the whole and sole responsibility will be of contractor for paying compensation or damages to the persons, involved as per law of Act, and the Company i.e. PGVCL will not pay any claim or any other actions on this account. All safety measure is to be observed in working area.
22. The contractor shall follow all rules and regulations pertaining to the works/workers etc. scrupulously. Any consequences arising due to non-observance of any such rules shall be to the account of the Contractor.
23. The contractor will have to fulfill the conditions of contract labour (Regulation abolition) Act.
24. The contractor shall abide by the provision of all labour laws and contract labour (Regulation & abolition Act, 1970) and the rules framed there under. The contractor shall have to obtain the license under above act if employing person as contract labourers, as per provision of prevailing rules & regulations.
25. In case of any dispute or any discrepancy, the decision of Superintending Engineer (O&M), PGVCL, Amreli will be final and binding to the contractor.
- 26. General Terms & Conditions:**
Conditions here under are applicable in addition to the terms and conditions mentioned in Booklet "TENDER AND CONTRACT OF WORKS" available for reference at the Superintending Engineer (O&M), PGVCL, Amreli. Wherever the terms and conditions enumerated in the booklet "TENDER AND CONTRACT OF WORKS" conflict with those stated herein the later shall prevail over the former.
- 27. Commencement:**
Contractor will start working from the date of receipt of order and/or as per directive of Engineer In-charge or date of commencement letter. However, initially the order will be issued only for 12 months from the date of commencement.
- 28. Terms of Payment:**
No advances shall be paid. The bill in triplicate should be forwarded to concern engineer. After certification by concern Engineer regarding works as per terms of A/T / Contract, verifying the copy of bills, and submission of advance stamp receipt, payment on monthly basis will be made by running account bill on actual executed quantity by A/c Payee cheque only. Income-Tax (if any) will be deducted at source from R.A.Bill, as per prevailing rules at the time of payment. The clause is applicable for supply of materials as well as for labours i.e. for total value of contract.
- 29. Security Deposit:**
As per prevailing rules of the PGVCL, 5% of the contract value shall be paid as 'Security Deposit'. and 100 % of S. D. shall be paid before placing of work order in Cash / DD at PGVCL, Circle Office, Amreli.
- a) In form of Demand Draft in favor of "Paschim Gujarat Vij Company Limited," payable at Amreli of any Nationalized Bank/public sector bank OR private bank, Axis, IDBI, Bank authorized by RBI to the Govt. business.
The security deposit will be refunded only after the finalization of final bill and no any interest will be paid against SD amount. The same shall be refunded on completion of work, successfully and on receipt of "NOC" from concerned Dept. i.e. after completion of Twelve months of date of commencement of work.
30. The Full amount of the "**Earnest Money Deposit**" paid shall stand forfeited if the full amount of specified Security Deposit is not paid in specified time of **fifteen** (15) working

days of placement of order/ LOI by the successful bidder and the order will stand cancelled at the risk and cost of successful bidder.

31. INSURANCE:

The contractor shall have to make an arrangement at his own cost by insuring all materials and equipment obtained by him for the works and labour also. The PGVCL will not be responsible for any loss of damages to contractor's personnel's, equipment etc.

32. PENALTY:

(1) The works should be commenced immediately from the date of receipt of the order from PGVCL otherwise penalty at the rate ½% per week not exceeding 10% of contract value will be imposed.

33. Taxes & Duties:

Tender amount is inclusive of all taxes i.e., income tax, excise duty, VAT, service tax etc. & at the time of payment, statutory deduction will be made as per applicable rules & rates for TDS & welfare cess etc. (If applicable as per service tax reverse charge mechanism w.e.f. 01.07.2012, applicable service tax amount on part of service receiver liability will be deduced from the party's bill). All other statutory liabilities towards will be on the part of contractor.

34. Water Supply:

Water supply at required point will be provided by PGVCL at their premises.

35. Electric Power Supply:

PGVCL will give the electric power connection at one nearest possible point. Safety must be observed while working around electrical point.

36. Unsatisfactory Progress of Work:

If the work is found not satisfactory or not progressing according to schedule given by the company, the PGVCL may take any action as may be deemed fit to see that the work is completed in time at the risk and cost of the contractor.

37. The validity of the tender shall be **90 Days** from the date of opening of tender.

38. Conditional Tender will not be accepted.

39. Bidder shall sign page by page and submit the tender. No additions /alterations will be accepted. Any tender violating this condition will be out rightly rejected.

40. The contractor shall ensure that either himself or representative on his behalf is deputed by him to keep in touch with Engineer in charge with regard to detailing of the work progress or any changes required thereof.

41. The contractor must follow all the rules and regulation of the labours laws (relating to engagements of persons by him).

42. No interest shall be paid by the Company on security deposit. Earnest Money Deposit (EMD) received along with the tender can also be converted into security deposit in the event of awarding the contract to a successful bidder. The same will be refunded within one month to all non successful bidders without any interest.

43. Tender fee paid for purpose of tender papers is non refundable.

44. The security deposit shall be refunded to successful tenderer only after satisfactory completion of the contract or on its termination by the Company due to its own reasons. The Company reserves the right to recover any dues, outstanding against the contractors from the bills due for payment on security deposit against any order/s placed by the PGVCL towards any loss caused to the Company owing to negligence or

default of the contractor, his servants or agents. The refund shall be done only on production of No Objection Certificate of concerned officer.

45. The rates quoted by the tenderer in the schedule of rates must include all charges of every type such as levies, contractors, servant/agent wages etc.
46. The quantity shown in Schedule –B is tentative, it may increased/decreased up to any extent as per site requirement
47. Company shall have right to carry out the work of any or all items mentioned in works of contract from other agency at the risk and cost of contractor, in case of default.
48. If contractor fails to execute contract fully or partly as per terms of the contract, penalty will be imposed as per minimum wages plus any expenditure to be borne by the company.
49. Possession of E-2 class registration ,Experience of House keeping in any Government or semi government organization ,PF Code ,Service tax registration will be essence of participating in a tender

**Superintending Engineer (O&M),
PGVCL, Circle Office, Amreli**

Seal of the Firm

Signature of the Authorized Representatives of the firm

Date:

Place:

SPECIAL TERMS & CONDITIONS:

1. The persons engaged for the work should report regularly early in the morning (Before 08.00) such that routine cleaning work gets completed latest by 10.00 hrs.
2. Contract is purely for labour work, labours are to be engaged by contractor purely on temporary basis, with all liabilities associated with labour to be borne by contractor and is inclusive in the rate in particular item, **the rate is for the work done as per the schedule and is inclusive of contractors profit, tools and tackles.**
3. Contractor has to arrange the every day except Sunday
4. Contractor has to appoint one supervisor as per the item no: 1 for whole month except Sunday, Scope of work for supervisor will be as follows
 - a. Supervisor should be appointed for whole the day in office and should be in constant contact with concern Engineer to carry out the work as per instruction.
 - b. The contractor and supervisor should have cell phone and the cost of same will be borne by contractor.
5. Aforesaid sweepers will be required to sweep offices and parking space before 10 am, whereas after starting of office they will work for cleaning of sanitation block, terraces and compound in front of office and parking.
6. The Sweeper engaged will have to sweep/broom (with water) the floor , Clean the dustbin, window sill, ceiling, chajjas ,Fans ,Tube light etc to be cleaned with same staff with such a schedule than everything get cleaned fortnightly.
7. Tools, tackles and consumables like Phenyl, acid necessary brooms etc. will to be arranged by contractor as per requirement and instruction of EIC.
8. For item at sr no 3 the said person is to be engaged as per requirement, as directed by concern engineer in charge for any of the work of corporate office.
9. The plumber will have to engage for full day as and when required (Approximately 6 days per month).
10. Consumables for plumbing will be not paid and before procuring the need of those consumables may be verified from concern in charge.
11. Contractor has to execute agreement as per company's rules.
12. Payment will be done on monthly basis on submission of bill through A/C payee cheque
13. The work of manhole cleaning, chocked gutter line etc. has to be carried out by contractor at his cost as & when required/ instructed by EIC.
14. Not following any of the instruction will lead to termination of the contract at the risk & cost of the contractor.
15. Any dispute will be subject to final decision of the Superintending Engineer (O&M), PGVCL, Amreli.

**Superintending Engineer (O&M),
PGVCL, Circle Office, Amreli**

Seal of the Firm

Signature of the Authorized Representatives of the firm

Date:

Place

SCOPE OF WORK (ANNEXURE - A):

1. Cleaning of circle office (Parking at ground floor , office at first floor ,Conference on second floor) ,Division office 1 and 2 ,Laboratory Div 1 and 2 ,Town Sub Division ,Rural Sub Division ,Rapdrp room ,Security office .Fault centre, GUVNL Police Station office, Rural and paved portion of parking behind circle office including peripheral paving's all around inside campus , drainage, Terraces ,Glass pans Window pans doors chajjas , Fan ,Lighting Fixtures etc completed etc. .
2. All offices are to be swept and wet mopped daily in the morning and evening hours .
3. Garbages should be collected from all dustbins twice a day and to be collected in dustbin carrier provided at gate, Dustbin to be cleaned daily .
4. All toilet blocks to be cleaned twice a day including wash basin etc included
5. Staircase area once a day
6. Water cooler area should be cleaned twice a day .
7. Cleaning of glass panels doors etc weekly
8. Terrace to be cleaned weekly
9. Clearing of bee hives spitting stains weekly
10. Parking area road etc once a day
11. Drainage lines once a week .
12. Cleaning of Electric fixtures once a month
13. Provide all cleaning tools tackles, Buckets Mops ,Potas, Naptha balls ,fresheners etc ,Acid ,Phenyl completed .
14. All Inside offices to be cleaned till 10 AM before starting of office hours ,in remaining hours passage bathroom cleaning staircase ,parking and any other weekly or monthly schedule or work directed by engineer incharge may be done
15. Necessary work done report is to collected from all buildings incharge and to be submitted for measurement purpose .
16. Supervisor should look after all the labours and coordinate various offices for the work , He should be equipped with mobile at contractors expense .
17. Cleaning of entrance kamman and various sign board once in a month (Tower ladder will be provided by company.
18. Cleaning of water Tank Every Month.

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Seal of the Firm

Signature of the Authorized Representatives of the firm

Date:

Place: