



**Tender Notice No: RCC/Tech/74**

**WORK OF**  
**“Miscellaneous Civil Work about Customer Care**  
**Center under City Division 02”**

**SUPERINTENDING ENGINEER**  
**PASCHIM GUJARAT VIJ COMPANY LIMITED**  
**CITY CIRCLE OFFICE: RAJKOT**  
**Ph: (0281) 2365910-12**  
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**Web site: [www.pgvl.com](http://www.pgvl.com)**

**PGVCL – CITY CIRCLE OFFICE - RAJKOT**

**TENDER NOTICE**

**TENDER NOTICE NO: RCC/Tech/74**

Tender for work of **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** on Twin Cover Basis is invited from experienced bidders the details are as under:

Sr. No.	PARTICULARS	
1	Estimated Cost.	Rs. 117674.00
2	EMD (by DD only)	Rs. 1200.00
3	Last date of receipt of Tender. BY RPAD & Speed Post only	07.07.2018 up to 18:00Hrs
4	Date of opening of technical bid of tender (if possible)	09.07.2018 at 12:00Hrs.
5	Date of opening of price bid of tender (if possible)	10.07.2018 at 12:30Hrs.
6	Tender Fee(by DD only) (non-refundable)	Rs.1000.00/-Plus GST 18%= Rs.1180.00
7	Security Deposit	05 % of (Order value)
8	Time Limit	30 Days

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](http://www.pgvcl.com) & submit tender documents to the office of The Supdt. Engineer, PGVCL City Circle Office, Rajkot.

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 **“Miscellaneous Civil Work about Customer Care Center under City Division 02”**

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 **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** It should contain DD of Tender Fee and EMD, along with all attested documents such as **Signed Tender Copy, GST Documents, PAN Card copy, Experience Certificate.** 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 **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** 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 'Rajkot' 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, City Circle Office, Rajkot. Tender packet should have written on it **“Miscellaneous Civil Work about Customer Care Center under City Division 02”**

**SUPERINTENDING ENGINEER  
PGVCL, CITY CIRCLE OFFICE,  
RAJKOT.**

**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 **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** The two envelopes to be enclosed are as follows

**COVER NO: 1 (TECHNICAL BID)**

1. D.D. of Tender Fee (In favour of PGVCL)
2. D.D. of EMD (In Favour of PGVCL)
3. Tender Copy (Duly Signed and Stamped On Each Page)
4. Appropriate Class of PWD/CPWD/PGVCL/GETCO Contractor Registration documents (Validity should be more than time limit of above work)
5. P.F. Code Registration documents,
6. GST Registration Documents,
7. Valid Solvency Certificate,
8. PAN Card copy ,
9. Experience Certificate. (Experience should be of relevant completed work of amount equivalent to 75 % of this tender in single order in last Three year)

**(All Documents to be self-attested)**

**(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)**

**SUPERINTENDING ENGINEER  
PGVCL, CITY CIRCLE OFFICE,  
RAJKOT.**

**Signature of Contractor with Seal**

**PGVCL – CITY CIRCLE OFFICE - RAJKOT**

**Tender for the Work of: “Miscellaneous Civil Work about Customer Care Center under City Division 02”**

ISSUE TO: M/s./Shri. \_\_\_\_\_

<b>Sr. No.</b>	<b>PARTICULARS</b>	
<b>1</b>	<b>Estimated Cost.</b>	<b>As per Tender Notice</b>
<b>2</b>	<b>EMD</b>	<b>As per Tender Notice</b>
<b>3</b>	<b>Last date of receipt of Tender. BY RPAD &amp; Speed Post only</b>	<b>As per Tender Notice</b>
<b>4</b>	<b>Date of opening of technical bid of tender (if possible)</b>	<b>As per Tender Notice</b>
<b>5</b>	<b>Date of opening of price bid of tender (if possible)</b>	<b>As per Tender Notice</b>
<b>6</b>	<b>Tender Fee (non-refundable)</b>	<b>As per Tender Notice</b>
<b>7</b>	<b>Security Deposit</b>	<b>As per Tender Notice</b>
<b>8</b>	<b>Time Limit</b>	<b>As per Tender Notice</b>

**SUPERINTENDING ENGINEER  
PGVCL, CITY CIRCLE OFFICE,  
RAJKOT.**

Tender Fee: \_\_\_\_\_  
D.D. No. \_\_\_\_\_ Date: \_\_\_\_\_  
For Rs. \_\_\_\_\_ Only.

E.M.D.: \_\_\_\_\_  
D.D. No. \_\_\_\_\_ Date: \_\_\_\_\_  
For Rs. \_\_\_\_\_ Only.

I have read the terms and conditions of contract and abide by the same in all respects.

Date: \_\_\_\_\_

Signature of Contractor  
With Rubber Stamp.

Account Officer.

## GENERAL INSTRUCTIONS TO THE BIDDERS

### SCOPE OF WORK

Major works covered in this work are **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** as per specifications and terms mentioned here under. The site of proposed work is situated in **City Division 2, Kanak Road, PGVCL, Rajkot**. Any activity not specifically mentioned in the tender but necessary in the opinion of engineer in charge of work must be carried out for successful completion of the job.

### PAYMENT OF EARNEST MONEY DEPOSIT AND SECURITY DEPOSITS

#### A. EARNEST MONEY DEPOSIT

1. Bidders are requested to pay an earnest money deposit (1 % of estimated cost) by demand draft only on any Nationalized Bank at RAJKOT for the amount as specified in the tender notice. Payment of EMD in form of Cheque or any other form shall not be accepted.
2. The EMD shall be submitted along with submission of Technical bid.
3. Tenders not accompanied by EMD shall be rejected as non- responsive.
4. If during the tender validity period, i.e. 90 days, the tenderer withdraws his tender, the EMD shall be forfeited and the tenderer may be disqualified from tendering for further works.
5. The EMD will be returned promptly to the unsuccessful tenderer. The EMD will be returned to the successful tenderer after he furnishes the Security Deposit for performance and duly enters in to the contract. If he fails to furnish the SD or to execute the contract for the work offered to him, his EMD shall be forfeited and the tenderer may be disqualified from tendering for further work.

#### B. SECURITY DEPOSIT

As per prevailing rules of the PGVCL, 5% of the contract value shall be paid as ‘Security Deposit’ at **City Circle Office, Rajkot** on receipt of letter of intent In form of DD in favor of **“PASCHIM GUJARAT VIJ CO. LTD.”** of any Nationalized Bank

1. The security deposit will be refunded only after the completion of guarantee period of 1 year of work completed or finalization of final bill whichever is later.
2. If Security Deposit is not paid within 10 days of issue of LOI, EMD paid will be forfeited and PGVCL will not deal with party for the period of two years.

#### C. COMMERCIAL CONDITIONS & TECHNICAL CONDITIONS.

Sealed Percentage rate tender invited for work of PASCHIM GUJARAT VIJ CO. LTD., RAJKOT (herein referred to as PGVCL). **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** The scope of work is explained in Tender Specification. The work shall be carried out according to the enclosed General Conditions, Technical Specifications & such of the working drawings approved by the PGVCL.

1. Tenders must be submitted in the enclosed schedule of work & quantities. Those received in any other form will not be accepted “They should be accompanied by a covering letter in which the bidder should give all information as called for in the specifications & any other point which he would like to be considered along with the tender.
2. The Schedule-B shall be filled up with the quoted % above or below & shall be submitted in sealed envelope superscripted– **PRICE BID** for The quoted % above or below shall be written both in words, & figures & the units in words. If any discrepancy occurs between words & figures, then words shall prevail. The tender documents shall be written legibly & free from erasure, overwriting or conversions of figures, crossing out, initializing, dating &

rewriting, shall be avoided. In case of any deviation in figure and words the rates quoted in words will prevail.

3. The bidders shall note that no deviations from the technical specifications or commercial conditions with this bid are acceptable & it will be presumed that the bidder agrees entirely with the specifications & general terms & conditions of the contract.
4. The PGVCL reserves the right to accept any tender irrespective of whether it is lowest or not or to reject all the tenders without assigning any reasons thereof. Tenders departing from the technical Specification or the method of bidding in a radical manner may also be rejected.
5. On acceptance of the tender the name(s) of the accredited representative(s) of the tenderer who would be responsible for taking instructions from the Engineers of the PGVCL shall be communicated to the Superintending Engineer PGVCL Circle office, RAJKOT.
6. **Condition of Taxes:**
  - a. The rates are excluding GST at the rate of 9% CGST Plus 9% SGST or 18% IGST, under the GST Law or as applicable to work contract services from time to time which will be paid extra on a given taxable goods and/or Services. The amount and % of GST should clearly be indicated separately. GST means all applicable Tax 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)
  - b. The Contractor has to pay the 1% Labour Welfare cess of estimated cost to the concerned Government Department. The rates shall be inclusive of the same. The Contractor shall also produce the receipt of payment of 1% welfare cess from the respective Government department before submission of final bill, otherwise final bill from the work not be finalized. The proof of payment made by the contractor to the appropriate department shall be submitted to PGVCL. Failing which appropriate amount shall be withheld on getting information/instruction from the concerned department.
  - c. 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 suppliers 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 advantages will have to be passed on to Company.
  - d. Local laws : All local laws in force at the time entering into the contract & those enacted there after shall be binding on the contractor & he shall abide by the same. All import duties, sales tax & other local taxes (if applicable) shall be borne by the contractor & they shall be deemed to have covered by this quoted rate.
  - e. The bidder must have Goods and service tax (GST) registration and same shall be submitted along with the Tender. The tender of the bidder without (GST) registration will not be considered.
7. All other statutory liabilities towards will be on the part of contractor. Any statutory variation in future towards the above mentioned taxes that shall also be payable by the contractor & Paschim Gujarat Vij Co. Limited, shall not entertain any claim of whatsoever nature, during or after the completion of this tendered work. Proof of such payments made by the Contractor to the appropriate departments shall be produced to Paschim Gujarat Vij Co. Limited; failing which appropriate amount shall be withheld on getting information /instruction from the concerned departments. 1 % welfare cess will be deducted from The contractor's each bills by PGVCL to pay the same to the respective Govt. Department
8. The successful contractor will have to sign an agreement as per the PGVCL's rules on stamped paper & the necessary stamp duty charges shall be borne by the contractor.
9. Bidders must submit the schedule of quantities & rates by quoting the % above or below the total estimated cost & other schedules duly signed & seal of the company. Any tender not bearing signature of the bidder & seal of the company on all the documents accompanying the tender is liable to rejection. Further it is specifically instructed that conditional tenders shall summarily be rejected.
10. The bidder shall carefully study the work to be carried. The PGVCL will not pay any extra or rate for any reason in case the contractor claims, after acceptance of contract, to have misjudged the site condition.

11. The percentage quoted shall include cost towards of all materials, & machinery including equipments, fixtures, labour, constructional equipments, fuel, scaffolding, staging, ramps, walkways, approach and haul road, temporary works, etc. bearing permanent or temporary nature necessary for the completion of the work in all respects, except for those items specifically mentioned to be furnished by the PGVCL. The contractor must also arrange for the transport of materials & include all such costs in the rates quoted by him for finished work.
12. During the execution of the work if it is found that the work is not progressing as per the Scheduled Progress Program, approved by the PGVCL & planned by the Contractor, due to the reasons attributable to the Contractor; suitable action shall be taken as per Clause No.3 & 4 appearing in the PGVCL's prescribed Booklet for "Tender & Contract for Works" and PGVCL may take such action as it may deem fit to ensure that the work is completed in time at the risk and cost of the contractor.
13. The contract or any part thereof shall not be subject to change without the written permission of the Superintending Engineer, PGVCL, Circle office, RAJKOT or his authorized representatives.
14. Tender shall remain open for acceptance for a period of 90 days from the date of Technical bid opening & during this period no bidder shall be allowed to withdraw his tender. Any such withdrawals, during the said period will entail forfeiture of the earnest money deposited with the tender and PGVCL will take further action for "not dealing" with party etc.
15. Further information required, if any, can be had from the office of the Superintending Engineer, PGVCL, Circle office, Rajkot, But it must be clearly understood that the tenders must be received complete in every respects by the due date & time.
16. The notice inviting tender, general instructions to the contractors & all documents of this tender shall form part of the contract.
17. Work under this contract shall be completed in all respects within stipulated period from the date of commencement order issued by field office. However, interim mile stones to be jointly fixed after issue of LOI.
18. Bidders must quote firm price only, till completion of work under contract, & this is to be confirmed by bidder while submitting his offer. No escalation towards labor and material / fuel shall be paid in this execution of contract.
19. Contractor shall pay minimum wages to his laborers as per the Minimum Wages Act, 1948 & rules there under as applicable from time to time in pursuant to the State Government notification. The concerned contractor shall submit the details of the payment with due certificate of LWO/IRO/authorized person of the PGVCL. The workers' welfare cess @1% of Bill amount will be deducted.
20. Once the offer submitted will not be returned back for any reason thereof in any case.
21. The Bidders shall note:
  - a. Percentage rates quoted shall cater for the cost of all materials & labor including all leads & lifts, tools, plants, consumables such as but not limited to fuels, lubricants, etc. cost due to mobilizing / demobilizing, temporary / permanent constructions
  - b. Percentage rates quoted shall include for the details of constructions, which are obviously & fairly intended & which may not have been specifically referred to in these documents but are essential for the satisfactory completion of the work.
  - c. Percentage rates shall be firm for variations up to any extent for individual items.
  - d. No price escalation on any account, will be payable.
22. Each tender shall contain the name, residence & place of business of person or persons making the tender & shall be signed by the tenderer with his usual signature with seal of the company.
23. Tender by partnerships shall furnish the full names of all partners. It shall be signed with the partnership name by one of the members of the partnership or by an authorized representative followed by the name & designation of the person signing.



24. An attested copy of the constitution of the firm with the name of partners shall be furnished. Whenever, whether in submission of the tender or later in other matters, the signatures are made by one person on behalf of Directors or a firm or a corporation, an attested copy of the resolution of the partners or of law shall be supplied by the tenderer authorizing Witnesses & sureties shall be persons of status & probity, & their names, occupation & address shall be stated below their signatures. All signatures shall be dated.
25. Tenders by corporation shall be signed with the legal name of the corporation followed by the name of the state of incorporation & by the signature & designation of the president, secretary or other person authorized to bind it in the matter with rubber seal of the company.
26. PGVCL reserves the right to delete any item of Schedule-B for which contractor shall not have any right to claim on this account.
27. The Bidders shall study the Conditions of site & shall resort to dewatering, where necessary, by appropriate methods & maintain reasonably dry areas to work at and no extra claim will be entertained on this account unless otherwise specifically mentioned in respective item.
28. The Contractor shall prepare all required roads to execute various items of this Contract & arrange all transport of materials & all such costs shall be taken care of while quoting the rates. No extra payments shall be admissible towards such costs. On completion, this shall be cleared if asked by PGVCL at no extra cost.
29. PGVCL shall entertain no idle charges for any site conditions or any circumstances.
30. The Contractor shall take all requisite & necessary care to observe that no damage is occurred to the Existing structures, if any. For any damage to the Existing Structures of PGVCL, the Contractor shall be held responsible.
31. Tenders that do not fulfill all the above conditions & those specified in the documents attached with this contract document or incomplete in any respect are liable to rejection.
32. The submission of any bid connected with these document and specification shall constitute on agreement that bidder shall have no cause of action or claim against the PGVCL for rejection of his bid. The owner shall always be at liberty to reject or accept split any bid or bids at his sole discretion and any action will not be called into question and the bidder shall have no claim in that regards against the owner.
33. **Site visit:** The bidder is advised to visit the site and examine the site condition. Where in the work is proposed to be carried out and to get himself fully acquainted at his own responsibility for all information that may be necessary for quoting the tender bid and entering in to contract. All cost and liabilities arising out of the site visit shall be at bidder account.
34. **Recoveries:**
  - a. In case of any damage to equipment/machinery or structure/building of PGVCL or any public property due to negligence's of contractor or any other reasons attributed to contractor the decision of E.I.C. regarding the amount of recovery shall be final and binding.
  - b. If the contractor fails to execute the proportionate work as per direction of E.I.C. within the time frame given for completion of part / whole of the work PGVCL shall get the work done through any other contractor and the cost of execution of such work along with 15% overhead charges shall be recovered from contractor.
35. Notwithstanding anything contained to the contrary in the specification or tenders in subsequent exchange of correspondence, the conditions of contract shall be binding on the contractor and any change or variations expressed or implied, however made in the said conditions shall not be valid or operative unless expressly sanctioned by the PGVCL. The contractor shall be deemed to have fully informed himself and to have special knowledge of the provisions of the conditions of contract herein contained. Tenderer shall be deemed to have full knowledge of relevant documents, site conditions etc. whether inspected or not by him.

36. Submissions of tender by a contractor implies that he has read the instructions and condition of contract herein contained and has made himself aware of the scopes and specifications of the work to be done.
37. These rules and directions shall form part of the contract.
38. In case of any deviation in any terms and conditions between Instruction to the bidders and Tender and contract for works, the terms and conditions mentioned in Instruction to the bidders will prevail.
39. **Validity Of Tender:** Tender shall remain open for acceptance for a period of 90 days from the date of Technical bid opening & during this period no bidder shall be allowed to withdraw his tender. Any such withdrawals, during the said period will entail forfeiture of the earnest money deposited with the tender, and PGVCL will take further action for “not dealing” with party etc.
40. **Electricity Connection:** The electric power, at site, will be made available at one mutually agreed point, free of cost (connection only) by PGVCL only. Further distribution will have to be carried out by the contractor as per requirements at their own cost. The necessary consumption charges will be recovered as per the tariff rate of PGVCL from time to time as per PGVCL’s rules.
41. **Water Supply Connection:** The contractor has to make his own arrangement of water for construction activity at his own cost. However, if possible, on completion of PGVCL’s bore well / open well only, the water supply line from PGVCL will be given at one mutually agreed point as per the contractor’s request. Further distribution will have to be carried out by the contractor as per their requirements at their cost. Water shall be supplied on chargeable basis at the rates prevailing in PGVCL. At present the prevailing rate is Rs. 2/- per 1000 liter, if metered, otherwise recovery for water charges will be effected at 2% (two percent) of the cost of items as executed in which the water supplied by PGVCL, is used, as certified by the EIC.
42. **Separate Provident Fund Code:** The contractor shall have a separate Provident Fund Code of RPF in the name of company. The contractors, who do not possess such separate P.F. code, shall not be considered for acceptance of tender. The contractor has to submit such certificate showing P.F. code along with tender.
43. **Tenders received after time:** The tenders received after time and date specified in the tender notice, will not be accepted. Once the offer submitted by the contractor before due date of submission, the contractor will not be allowed to submit revised / additional / modified / other even before due date. However, if the issue and receipt of tender is extended by the PGVCL due to any reason, the contractor may submit the revised offer before due date of submission, if he wish to submit.
44. The work shall be completed within the period stipulated in the contract. However it may be noted that drawings shall be released progressively & site clearance arranged accordingly to the progress of work at site. Therefore the contractor has to organize & coordinate the works to suit these. In the event of any delay due to the above or due to any other reason not attributable to the contractor, reasonable extension in the completing the work may be given at the discretion & as decided by the PGVCL but no compensation or idle charges will be paid to the contractor under any circumstances.
45. The price proposals will be opened in the presence of the bidder’s representatives who choose to attend at the date and time and venue to be notified by the PGVCL, after conclusion of the Technical Evaluation and Post Qualification process.
46. The Schedule-B shall be filled up with the quoted % above or below & shall be returned & submitted in sealed envelope superscripted **Price Bid “Miscellaneous Civil Work about Customer Care Center under City Division 02”** so as to reach the office of **Superintending Engineer, City Circle Office, Laxmi Nagar, Nana Mava main road, Rajkot.** Schedules for tools & tackles, equipments, personnel details etc., and all other necessary details shall also be submitted, in Envelop – I, i.e. Technical Bid. Tenders will be opened on the day & time indicated in the tender notice in the presence of such bidders who wish to remain present. Any tender not bearing signature of the bidder & seal of the company

on all the documents accompanying the tender is liable to rejection. Further it is specifically instructed that conditional tenders shall summarily be rejected.

47. **NO ANY TYPE OF PRICE ESCALATION WILL BE GIVEN DURING CONTRACT PERIOD OR AFTER CONTRACT PERIOD THOUGH CONTRACT EXTENDED DUE TO WHATSOEVER REASON. NO CLAUSE OF P.W.D. BOOKLET WILL BE APPLICABLE FOR PRICE ESCALATION.**
48. **Compensation for the delay** The time limit allowed for carrying out the work as entered in the tender shall strictly observed by the contractor and shall be reckoned from the date on which the order to commence the work is given to the contractor. The work shall throughout the stipulated period of contract be proceeded with due diligence (time being deemed to be essence of contract) and for delay, the contractor shall pay compensation, an amount equal to half percent per one week for the CONTRACT value or such smaller amount as per the decision of the Competent Authority of the PGVCL. However, the total amount of compensation to be paid by the contractor, under the provision of the clauses shall not exceed 10 percent of the amount of total work value as decided by the competent authority of the PGVCL. The penalty will be invariably retained from the bills of the contractor and no refund will be given unless the competent authorities approve the reduction the reasons for delay attributable to PGVCL as well as to party will be brought out clearly while putting the proposal for waiver reduction in penalty.

**SUPERINTENDING ENGINEER  
PGVCL, CITY CIRCLE OFFICE,  
RAJKOT.**

I/We accept the above conditions...

Contractor's Representative legible signature: \_\_\_\_\_

Name of the person: \_\_\_\_\_

Seal of the company

Date & place: \_\_\_\_\_

## **PGVCL – CITY CIRCLE OFFICE - RAJKOT**

### **SCHEDULE – B**

The Schedule-B shall be filled up with the quoted % above or below in last page of Schedule-B & shall be submitted in sealed envelope superscripted–for **“Miscellaneous Civil Work about Customer Care Center under City Division 02”** The Quoted % above or below shall be written both in words, & figure & the units in words. If any discrepancy occurs between words & figures, then words shall prevail. The tender documents shall be written legibly & free from erasure, overwriting or conversions of figures, crossing out, initializing, dating & rewriting, shall be avoided. In case of any deviation in figure and words the rates quoted in words will prevail.