



**GUJARAT INDUSTRIES POWER COMPANY LIMITED  
BARODA**

**TENDER NO.Mat.34/MM/Housekeeping/2018-19 dt. 02.01.2018**

**Tender date: 02.01.2018  
Tender due date: 25.01.2018**

**Sub: TENDER FOR ANNUAL RATE CONTRACT FOR PROVIDING HOUSE KEEPING SERVICES AT GIPCL- BARODA FOR THE YEAR 2018-2019.**

Dear Sir,

We are pleased to invite offers from eligible, experience and resourceful contractors for "ANNUAL RATE CONTRACT FOR PROVIDING HOUSE KEEPING SERVICES AT GIPCL-BARODA FOR A PERIOD OF ONE YEAR."

Enclosed please find following documents for terms & conditions of Tender Inquiry.

- |                 |   |
|-----------------|---|
| (1) Annexure- A | - Details for Submission of Tender.                       |
| (2) Annexure- B | - Eligibility Criteria for Bidder.                        |
| (3) Annexure- C | - Special Conditions of Contract for Tender.              |
| (4) Annexure- D | - General Terms & Conditions of the Tender.               |
| (5) Annexure -E | - Deviation Sheet.  |
| (6) Annexure- F | - Declaration for safety rules.                           |
| (7) Annexure- G | - Declaration for contractual disputes / Litigations.     |
| (8) Annexure- H | - Schedule of rates / quantity for housekeeping services. |

Please let us have your most competitive offer along with earnest money deposit.

**YOUR OFFER SHOULD REACH TO US LATEST BY 25.01.2018 ON OR BEFORE 5.30 P.M.** GIPCL reserves the right to accept, reject, or prefer any tender without assigning any reason whatsoever.

Thanking you

Yours faithfully,  
For GUJARAT INDUSTRIES POWER CO. LTD.

(B.C.Shah)  
Dy.General Manager (M& C)



**GUJARAT INDUSTRIES POWER CO. LTD  
BARODA**

**ANNEXUR- A TO INQUIRY NO.Mat.34/MM/Housekeeping/2018-19  
dt. 02.01.2018**

**DETAILS FOR SUBMISSION OF TENDER:**

**YOU HAVE TO SUBMIT YOUR OFFER IN TWO PARTS i.e. PART- I  
TECHNICAL BID AND PART- II PRICE BID.**

**PART- I TECHNICAL BID:**

**YOU SHALL HAVE TO SUBMIT PHYSICAL COPY OF FOLLOWING  
DOCUMENTS DULY SIGNED & STAMPED TO UNDERSIGN AS A TOKEN OF  
ACCEPTANCE ALONGWITH PART- I i.e. TECHNICAL BID OF TENDER.**

- (1) Annexure - B Documents of Eligibility Criteria as indicated in Annexure.
- (2) Annexure- C of Tender documents i.e. Special Conditions of Contractor for Tender duly signed & stamped by you as a token of acceptance.
- (3) Annexure - D of Tender documents i.e. General Terms & Conditions of tender duly signed & stamped by you as a token of acceptance.
- (4) Annexure - E of Tender documents i.e. Deviation Sheet, in case of any deviation to the tender terms & conditions of tender.
- (5) Annexure – F of Tender documents i.e. Declaration for safety rules.
- (6) Annexure - G of Tender documents i.e. Declaration for contractual disputes / litigations.
- (7) Annexure – H of Tender documents i.e. **unpriced copy of Schedule of Rates & Quantity duly signed and stamped by you.**
- (8) EMD of Rs.50,000.00 (Fifty Thousand Only) by way of demand draft in favour of "GUJARAT INDUSTRIES POWER CO. LTD" payable at Baroda. (EMD of unsuccessful bidder will be returned). **Offer without EMD shall not be considered. EMD demand draft to be submitted in separate envelope along with your offer.**



**PART- II PRICE BID:**

**YOU SHALL HAVE TO SUBMIT YOUR RATES IN PRESCRIBED FORMAT THRU N- PROCURE WEBSITE ONLY.**

**(Price bid submitted in physical form will not be accepted, bidder has to submit their price bid thru n-procure website only)**

**ADDRESS FOR SUBMISSION OF TENDER:**

DEPUTY GENERAL MANAGER (MAT & CONT)  
GUJARAT INDUSTRIES POWER COMPANY LIMITED  
P.O.PETROCHEMICAL-391346, DIST: BARODA  
PHONE: (EPABX) (0265) 2234252., E- Mail: [purchase@gipcl.com](mailto:purchase@gipcl.com)

For Gujarat Industries Power Co.Ltd

(B.C.Shah)  
Dy.General Manager (M&C)

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## GUJARAT INDUSTRIES POWER CO. LTD BARODA

### ANNEXUR- B TO TENDER NO.Mat.34/MM/Housekeeping/2018-19 dt. 02.01.2018

#### ELIGIBILITY CRITERIA

The following criteria will be adopted for qualifying the Bidders for consideration of the Bid for the further proceeding.

- 1.1 Bidder should possess minimum **Three years** of experience **out of last five years** (i.e. Year 2012 to 2017) in similar nature of jobs in housekeeping work, manpower supply, etc. in Process Industries and should enclose order copy of the same. Bidder shall submit necessary evidence for the same like attested copies of work orders along with work completion certificates from clients. The work completion certificate shall comprise of order value and executed value. Bidders should have executed the work directly. The work executed as a sub-contractor or subletting agency shall not be taken in to consideration.

The experience should be either of the following:

- a. **One similar completed work each costing not less than the amount equal to Rs. 32 lacs.**
- OR**
- b. **Two similar completed work each costing not less than the amount equal to Rs. 20 lacs.**

Bidder should specifically mention fulfilling of above criteria in his offer along with details of work orders & work completion certificates issued by clients.

Note: For evaluation of the bid the executed value mentioned in the work completion certificate will be considered.

- 1.2 Contractor shall have to submit satisfactory work completion certificate from the client. Experience as a sub-contractor will not be allowed and Price Bid of such Bidders will be rejected.
- 1.3 EMD: The EMD shall be accompanied in the form of DD only.
- 1.4 Bidder should have separate Employees Provident Fund code number towards registration of firm with RPF commissioner.
- 1.5 Attested copies of relevant documents duly signed & seal on each & every page shall be submitted. The above documents will be analyzed and after satisfaction, the Price Bid will be open. GIPCL may verify the documents, experience certificates issued by concern authority. After opening of technical Bid, If Bidder / Bidders fail to submit



required clarifications / confirmations / documents within stipulated time, their Bid will be declared technically disqualified and no further correspondence will be entertained.

- 1.6 Bidder should have average **annual turnover of Rs. 50 lacs** value for any two financial years out of last three financial years. **i.e. 2016-17, 2015-16 & 2014-15.**

Bidder shall furnish annual audited financial statement duly certified by Chartered Accountant for the last two financial years to demonstrate the financial healthiness of the company. The balance Sheet must be in the name of the company. Any type of MOU for this purpose will not be entertained.

- 1.7 The Bidder has to submit INCOME TAX Permanent Account Number (PAN) of the firm. Copies of the same shall be submitted.

- 1.8 Bidder has to submit GST number. Copy of the same shall be submitted.

**The Bidder shall submit all the evidences, documents, attested copies of work orders & work completion certificates etc... as a proof with EMD and also provide the requisite details / documents for meeting the prequalification requirements. GIPCL will verify the experience, performance, capability & strength of Bidders, independently for executing the job. GIPCL may visit the site & consult the owner of the industry / property where similar job is executed by Bidder. GIPCL reserves the right to accept /split /cancel /reject any / all Bids without assigning any reason thereof. The tenders of qualified Bidder / Bidders shall only be considered and only their price bid will be opened for further evaluation.**

For Gujarat Industries Power Co.Ltd

(B.C.Shah)  
Dy.General Manager (M&C)



**GUJARAT INDUSTRIES POWER CO. LTD  
BARODA**

**ANNEXUR- C TO TENDER NO.Mat.34/MM/Housekeeping/2018-19  
dt. 02.01.2018**

**SPECIAL CONDITIONS OF CONTRACT**

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## **SECTION- A**

### **SPECIAL CONDITIONS OF CONTRACT**

#### **1. DETAIL SCOPE OF WORK**

The scope of work includes housekeeping works for Main Plant & non plant areas which includes all specified building & structures, infrastructures, etc... as well as Administrative office building, Executive wing, GIPCL house premises at Sama, plant and non plant Roads, including day to day cleaning of floors, walls, toilets, passages etc..., as mentioned in schedule of frequency given in SOR as per **Annexure-H** including periodically cleaning of water tanks, water coolers, septic tanks, cable trenches, cable pits, drains, roofs, etc..., as per the time to time instructions given by Engineer-in-charge. All the area of offices shall be cleaned manually or with contractor's equipment after getting prior approval. If any damage found due to negligence of contractor's worker/operator, during working/sweeping activity, the same shall be recovered from the monthly bill of contractor at actual charges plus 15% overheads.

**The contractor shall provide one no. Eureka or equivalent make high capacity Industrial Vacuum cleaner on as & when required basis as directed by Engineer-in-charge for cleaning of sofa, venetian blinds, window shutter tracks, carpets, inaccessible areas of Admin. Building and non plant building, etc... without any additional cost implication to GIPCL.**

Contractor shall provide all materials like Soft Brooms, Coco Brooms, Yellow Duster, White Duster, Floor Duster, Scotch Brite, Stick Mope, Rubber Brush, Steel Rubber wiper with handle, W.C. Brush, Scavenging rods, etc. with necessary tools, buckets and tumblers for cleaning purpose. However, some of cleaning material provided by company as per clause no. 14 herein.

Contractor shall be responsible to provide and use only good quality cleaning materials, tools/equipment and shall maintain sufficient stock of every items for the fulfillment of the work. Contractor shall have to make arrangement to bring required quantity of housekeeping materials as per schedule attached herewith (Section-B). Contractor shall ensure proper entry of all these materials inside the plant and copy shall be submitted to Engineer-in-charge, GIPCL. Contractor shall also make an arrangement for keeping proper record of material issue and consumption as directed by Engineer-in-charge.



## **2. PRICE & RATES**

The item rates of SOR as per **Annexure H** shall include cost of all estimated materials as per list provided in **Section B**, cost of labour, all required tools & tackles, equipments, consumables, Vacuum cleaner (as & when required), supervision, fulfilment of statutory compliances and adhering to legal aspects, all taxes & duties (**excluding GST**), etc. All tools like crowbars, Pick axe, Hoe, GI Pans, shovels, hammer, chisel, etc... shall be arranged by the contractor without any additional cost to GIPCL for proper discharge of scope of work.

Schedule of Rates are prepared by GIPCL, considering area and quantum of housekeeping work including estimated cost of labour charges with their present minimum wage rate declared by Government of Gujarat w.e.f. 01.10.2017 along with corresponding statutory liabilities (like PF, Bonus, Paid Leave & Public Holiday), Employee Compensation Policy premium along with off duty coverage policy premium charges, estimated cost of housekeeping materials as mentioned in Section-B, estimated cost of tools & tackles, estimated hire charges of tractor plus driver with standard size tractor trolley, all consumables, such as but not limited to petrol, oil, diesel, lubricants, etc..., uniform charges, other applicable allowances, cost of safety PPEs (Safety Shoes, Helmet, etc...), etc... Bidder shall quote their percentage above, equal or below on SOR against scheduled amount provided in online price bid. The whole rate so derived after applying quoted percentage above, equal or below on GIPCL's scheduled rates shall includes everything necessary to execute the contract as per the tender terms & conditions, specifications of work, frequency, and also includes such other costs that are not specifically mentioned herein but will be incurred by the contractor for the satisfactory and timely completion of the work.

Percentage rate quoted by bidders shall be deemed to include everything necessary for satisfactorily completion of the work as determined by the ENGINEER. The quoted rate shall remain unaltered for the use of any type of material as per approval of GIPCL ENGINEER as per requirement.

The value of work may be increased or decreased depending upon requirement. However, item rates & service charge shall remain unchanged. Under this rate contract, contractor has to execute all work as per specification & frequency.

The quoted rate by bidders shall be considering following reimbursement & escalation by GIPCL at actual.

### **2.1 REIMBURSEMENT BY GIPCL:**

Contractor shall provide minimum wage rate to their workmen as declared by the Government of Gujarat from time to time including necessary PF contribution, Bonus, Paid Leave and Public Holiday.

### **2.2 VARIATION IN MINIMUM WAGE RATE:**

- (i) The Contractor shall quote the rate in the Price-bid based on prevailing rate notified by the Government of Gujarat as per Minimum Wages Act, 1948, applicable on the date of submission of Tender (The present minimum wage w.e.f. 01.10.2017 shall be considered for quoting the price bid).





- (ii) The Contractor shall quote the rate in Price-bid inclusive of all Statutory payment like PF, Bonus and Leave, on prevailing rate notified by the Government of Gujarat as per Minimum Wages Act, 1948 and the difference due to any increase / decrease will be reimbursed subject to successful compliance for all obligations under this contract and on submission of proof of payment on actual basis.
- (iii) Rates quoted should be firm and final except for statutory variation which will be separately reimbursed.
- (iv) While calculating the rate for the price bid, no assumption will be made for anticipated rise in the basic / special allowance during the contract period as per the Minimum Wages Act, 1948.
- (v) The increase or decrease in basic rate or special Allowance as per the Minimum Wages Act, notified by the Government of Gujarat, will be compensated at quarterly basis at actual separately, subject to successful compliance for all obligations under this contract.
- (vi) Difference (increase / decrease) in Minimum Wages, either on account of Basic rate / Special allowance as the case may be, will be paid, reimbursed for all categories i.e. Daily rated workmen and monthly rated workmen only as deployed by the contractor in line with actual increase or decrease.

### **3. CONTRACT PERIOD**

The Housekeeping contract would be purely on temporary basis. **The contract will be for the period of one year, preferably from date 01.02.2018.** Contract may be extended for another period of one year at same rates, terms & conditions, if performance of the contract found satisfactorily and mutually agreed.

### **4. QUANTITIES**

The quantities against various items of SOR are regular housekeeping frequencies for one year. Contractor shall strictly follow these frequencies item wise and shall ensure the same periodically. Quantities mentioned in various items are estimated quantities likely to be executed during contract period on as & when required basis for which contractor shall arrange required manpower & other resources.

However the Quantities or frequency of work may likely to be changed during the course of contract period based on the operational requirement of Plant or any other unavoidable circumstances. Contractor shall have no right for any compensation on ground of such addition or reduction in scope of work. GIPCL reserves the right to operate/increase or decrease quantities in each item or omit any item included in Schedule of Quantity at his discretion. Contractor shall have no claim, whatsoever, on grounds of loss of anticipated profit etc. on account of the same.

If any time after commencement of the work, GIPCL shall, for any reason whatsoever, not require the whole work thereof as specified in the tender to be carried out, the ENGINEER shall inform the fact to the CONTRACTOR who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out nor shall he have any claim for compensation by reason of any change having been made in the original specifications and instructions which shall involve any curtailment of the work as originally contemplated.



## 5. SCHEDULE OF HOUSEKEEPING

Contractor shall deploy suitable and sufficient manpower along with supervisors to carry out housekeeping works.

The contractor shall deploy their sufficient full time supervisors & overall site-in-charge for day to day monitoring, to check the frequency & quality of housekeeping regularly and to get the work done certification from concerned GIPCL's representatives on daily basis. Various housekeeping activities shall be carried out as per the frequency mentioned by GIPCL. However, as per general guideline, all offices shall be cleaned & moped before 8: 45AM.

The work is of specialized nature and the contractor should be fully conversant with modern practices and should be able to carry out Housekeeping works independently. The contractor shall therefore be required to engage qualified / experienced personnel.

## 6. MEASUREMENT & DAILY WORK CERTIFICATION RECORD

The contractor shall maintain day to day item wise and location wise record of housekeeping work done duly verified by various concerned authorities pertaining to office cleaning, block cleaning, road cleaning, toilet cleaning, disposal of waste materials, etc... and shall submit the same with each RA bill for verification and passing of bill accordingly. The bill will not be processed without submission of certified work done records.

**Contractor shall be required to furnish satisfactory job completion report to GIPCL on daily basis. The monthly bill payment shall be released based on the certified reports of the works.**

## 7. TOOLS & TACKLES AND HOUSEKEEPING MATERIALS

For proper housekeeping of the plant, the contractor is required to maintain sufficient quantity of tools & tackles in good working condition with sufficient quantity of housekeeping materials at site. The estimated list of materials is enclosed as **SECTION-B**. Contractor shall note that this list is not exhaustive and if any additional materials, tools & tackles are required for proper performance of the contract and to maintain good hygienic condition, the contractor shall also arrange the same immediately with no extra cost to GIPCL. Contractor shall keep up to date record of monthly material received and location wise daily material issued quantities in a register for proper accounting of the use of these materials. The register shall be checked by concerned Engineer-in-charge periodically and if any discrepancy is observed, Engineer-in-charge shall take suitable action.

## 8. SUBMISSION OF DOCUMENTS

Contractor shall submit following documents along with monthly RA bill.

- (i) Measurement sheet (both in soft copy and in physical form) of work done.
- (ii) Joint records of work done as directed by Engineer in charge. .

The bill will not be entertained without submission of above documents.



## **9. SUBMISSION OF BILL**

Contractor shall submit each monthly RA bill of work carried out along with following documents.

- (i) Copy of statutory compliance like labour license, wages payment register, EC Policy, PF paid Challan with ECR, etc... along with wage certificate.
- (ii) Notarized Indemnity Bond in case of Final bill.
- (iii) No claim-No arbitration certificate after receipt of final bill payment.

Bill submitted without any of the above documents shall not be processed for payment.

## **10. MOBILIZATION AND EXECUTION**

- a) Contractor shall mobilize the resources at site within 08 hours from the time intimation is given by GIPCL.
- b) Contractor shall provide sufficient nos. of supervisors who will be responsible for supervision and execution of job in specified time. The supervisors shall coordinate with the Engineer-in-charge of GIPCL for proper execution of the job.
- c) The resources required for execution of above jobs will vary from time to time, hence contractor shall mobilize the resources accordingly.

## **11. INPUTS TO BE MADE AVAILABLE BY GIPCL**

The contractor shall be entitled to make use of the water & power supply free of cost within the area at the source of availabilities. However, contractor shall have to make their own arrangement for further distribution and carriage as and when required with taking prior permission.

## **12. MATERIALS COVERED IN CONTRACTORS SCOPE**

- 12.1 The contractor shall arrange quantities of above mentioned material every month. However, if it is found insufficient for maintaining hygiene condition, contractor should arrange additional required material for which he will not claim any additional payments.
- 12.2 The contractor will have to make his own arrangement for all materials like soft brooms, coco brooms, yellow duster, white duster, floor duster, scotch brite, stick, mope rubber brush, steel rubber, wiper with handle, WC brush, and pneumatic hose for cleaning of boiler floors etc.
- 12.3 One no. of high capacity Industrial Vacuum cleaner shall be provided by contractor as and when required without any additional cost to GIPCL for cleaning work as mentioned in scope of work.
- 12.4 **Please find enclosed herewith the assessment of material consumption per month (Section-B). This assessment is minimum consumption for indication purpose only. However, contractor shall arrange additional quantities required for maintaining hygiene condition without any additional cost to GIPCL.**



### **13. THE TOTAL RATE INCLUDING SERVICE CHARGE OF CONTRACTOR.**

- 13.1 shall include the cost of all materials as mentioned in clause no. 12 above, cost of labour, supervision, tools, equipments, Industrial vacuum cleaner (as & when required), mobilizing, demolishing, fuels, lubricants, oils, fixtures, setting out, transport, royalties, temporary & permanent works, (excluding GST), uniform charges, EC & off duty coverage policy, safety PPEs, overheads, profit, etc... all complete.
- 13.2 Shall be deemed to cover working in adverse condition as well as supervision.
- 13.3 Shall be final and firm for the entire contract period including extension, if any, and shall not be subjected to any escalation whatsoever (except any statutory variation in Minimum Wage Rate as declared by Gujarat Government time to time).
- 13.4 Compliance of labour laws and other agencies is to be ensured by the contractor.
- 13.5 The contractor will pay to labourers in line with prevailing minimum wages.

### **14. FACILITIES TO BE PROVIDED BY GIPCL**

- a. Electricity & water at nearest available one point. Further distribution to be done by contractor at their cost.
- b. Space for constructing office & store as decided by GIPCL.
- c. The required quantity of following sanitary consumable materials shall be issued free of cost by GIPCL on fortnightly basis.
- (i) Air purifier
  - (ii) Nephthaline balls
  - (iii) Floor cleaner
  - (iv) Liquid soap
  - (v) Room freshener
  - (vi) Tile cleaning compound
  - (vii) Colin liquid

Apart from the above, no other facilities shall be provided by GIPCL. The contractor shall provide necessary facilities, including accommodation for their labour at his own cost.

### **15. GENERAL CONDITIONS OF CONTRACT**

- a. The agency has to ensure that the cleaning of plant areas, offices, furniture, toilets etc... are completed before 8.45 AM every day. Other areas like lobbies, corridors, stairs, unman areas, etc... can be cleaned on suitable timings as decided by GIPCL. However, the agency has to ensure that minimum noise is generated during cleaning operations.
- b. The work is to be carried out for all the days throughout the contract duration of including all Sundays and Holidays as per area wise specified frequency.
- c. The time of work will be decided by GIPCL. Cleaning work shall be carried out during shift timing also.
- d. The contractor will have to engage sufficient number of persons to carry out the work effectively and efficiently to fulfill the terms and conditions of this contract. Contractor will be responsible for the overall control and supervision of the work.
- e. The contractor shall issue Appointment letter & Identity Cards to all employees engaged by them with the instructions that the same should be produced by them on demand and shall, at all times, keep the Identity Card while on duties.



- f. The contractor will deploy the trained, experienced two supervisors, competent for carrying out the job in a proper way.
- g. The contractor shall fulfill all the legal formalities such as minimum wages payment of wages, labour license, employee compensation, P.F., Bonus, leave and all other statutory provision as applicable under the contract act.
- h. The contractor shall produce PF challans and other documents along with bill for previous month of the billing month.
- i. All the work must be done as per the specification properly in proper order in time. Workmanship shall be of highest professional standard.
- j. No person under the age of 18 years shall be engaged by the contractor and be not permitted entry into work area.
- k. The contractor shall observe all the safety and security rules and regulation of the company which are at present in force and which may come into force during the pendency of the contract.
- l. In case of any complaint on cleanliness at any place, a penalty of Rs. 500/- per complaint per day will be deducted from the contractor's monthly bill in addition to measurement deduction. Such incident is assessed by the authorized officer of GIPCL, whose assessment shall be final & binding to the contractor and the same amount will be recovered from the bills.
- m. **In case, if contractor fails to provide or fail to implement utilization of Industrial high capacity vacuum cleaner on demand as per scope of work, a penalty of Rs. 500/- per day will be deducted from the contractor's monthly bill.** Contractor shall submit work done report to the concerned GIPCL Engineer in charge.
- n. No employees, agent or sub-agent of the contractor shall smoke or light anything within the work premises or carry match box/lighter or any other explosive and / or inflammable material inside the plant.
- o. The contractor or its staff/ workers shall not damage any property of GIPCL. In case of default the damages as assessed by the authorized officer of GIPCL, whose assessment shall be final & binding to the contractor and the same amount will be recovered from the bills.
- p. The contractor shall keep two trolleys for collecting and shifting of garbage and waste materials to garbage pits on daily basis. Contractor shall make arrangement of Tractor at least once a week and shall remove garbage outside premises. The contractor to locate the area outside company premises for disposal of the same. The item rates shall be inclusive of hiring the land / lease land or any other expenditure incurred. The contractor shall be responsible for the proper disposal of the same.
- q. The contractor shall be completely responsible to keep neat, clean and in sanitary condition the plant premises, offices, administrative block premises and toilet blocks as per requirement and directions of the Authorized Officer of the GIPCL.



- r. The materials should be of standard quality only. In case of inferior quality material observed by Authorized officer, the contractor shall replace to standard quality of material.
- s. **The state Govt. encourages & promotes employment of locals for non-supervisory jobs. Existing contractors accordingly engage locals from nearby villages. It is desired that successful bidder also follows this practice adopted by existing contractors.**
- t. The contractor shall be responsible to make necessary arrangement for **(02) two pairs of uniforms (pent & shirt), one pair of standard quality safety shoes, safety equipments as required** and any other requirements needed by the personnel for the discharge of their duties at his own cost.
- u. **The contractor shall appoint two full time supervisors. (i.e. 6.0AM to 5.30PM). The various housekeeping activities shall be carried out as per the program given by the officer in charge of the house keeping services. As per general guideline all offices shall be cleaned & moped before 8.45AM.**

For Gujarat Industries Power Co.Ltd.

(B.C.Shah)  
Dy.General Manager (M&C)



## SECTION-B LIST OF MATERIAL

Sr. No.	Description of Material	Quantity per month for price bid evaluation	Unit
1	Single Bucket With Partition Mop Wringer Trolley industrial grade plastic body(with separator for clean and dirty water)	02	No
2	Soft Brooms	36	No
3	Coco Brooms	50	No
4	Floor cleaning duster /cloth	96	No
5	Wooden stick for cleaning duster	06	No
6	Ceiling Broom with long Handle - 15 to 20 ft.	02	No
7	WC cleaning Brush	02	No
8	Steel Rubber Wiper with Handle	02	No
9	Long Handle Road Brush	03	No
10	Handle mop long	06	No
11	Refilling mop	15	No
12	Scotch Brite - 10 x 15 CMS	12	No
13	Yellow Duster	48	No
14	PVC Water Pipe (30 Mtr. roll)	4	Roll/year
15	Plastic Bucket -15 Litre. capacity	20	No/year
16	G.I.dust pan	12	No/year
17	Washing Powder ( 1 kg)	10	No
18	Rubber Butch	03	No
19	Drainex powder packet	10	No
20	A set of drainage cleaning MS bars (20 Nos) for removing of chock ups drainage lines.	01	Set/ Year
21	Empty plastic bags – size 100 Kg.	10	No
22	M.S. Trolley (wheel barrow) for garbage collection	02	No

**Note:** Above mention quantity is indicative only. However for hygienic & best cleaning, if more cleaning material is required, contractor has to arrange on their own and same may considered for bidding.

For Gujarat Industries Power Co.Ltd.

(B.C.Shah)  
Dy.General Manager (M&C)



**GUJARAT INDUSTRIES POWER CO. LTD  
BARODA**

**ANNEXUR- D TO TENDER NO.Mat.34/MM/Housekeeping/2018-19  
dt. 02.01.2018**

**GENERAL CONDITIONS OF THE CONTRACT:**

**NAME OF WORK: ANNUAL RATE CONTRACT FOR HOUSE KEEPING  
SERVICES AT GIPCL- BARODA FOR THE YEAR 2016-17**

1. **PRICE BASIS:**

The prices quoted by you shall remain FIRM throughout the contract period and shall not be subjected to any price variation clause whatsoever in nature except change in basic rate or special allowance as per the minimum wages act. Rates mentioned shall be inclusive of all cost of material, labour, transportation, loading, unloading, machinery, equipment, wastage etc.

The quantities of various items mentioned in the schedule of rates (except lump sum items) may vary up to any extent or be deleted altogether. Rates mentioned here shall remain firm irrespective of any variation in quantities and contract value.

2. **OFFER VALIDITY:**

The rates quoted by you shall remain valid for acceptance up to 90 days from the due date of tender.

3. **CONTRACT PERIOD:**

This Annual rate contract shall remain valid for the period of one year from the date of award of work order/LOI.

The performance shall be reviewed after one year and If the performance is not found satisfactory then the GIPCL shall reserves the right to terminate the same, otherwise the same may be extended for a further period of one year with the same rates, terms & conditions. GIPCL reserves right to continue or discontinue this contract after completion of one year at its sole discretion.

GIPCL also reserve the right to terminate the contract at any time by giving one month notice, without assigning any reason whatsoever.

4. **TAXES:**

(a) **GST:** GST extra as applicable shall be paid by GIPCL.

(b) **INCOME TAX:** Income Tax shall be deducted from your bills as per Income Tax rules prevailing from time to time.





5. **TERMS OF PAYMENT:**

Payment shall be released within 30 days after successful completion of job and certification by officer in charge.

6. **EARNEST MONEY DEPOSIT:**

You have to submit EARNEST MONEY DEPOSIT of Rs. 50,000/- (Rs. Fifty Thousand only) by way of D.D. in favour of GIPCL payable at Baroda. Please note that the offer without EMD shall not be considered. EMD amount of unsuccessful bidder shall be returned after finalization of contract. No interest shall be paid on EMD.

The EMD of successful bidder shall be released after successful mobilization on site. No interest shall be paid on EMD.

7. **SECURITY DEPOSIT:**

You will have to deposit 5% of the contract value as Security Deposit either in cash or in the form of Bank Guarantee from any Nationalized Bank within 7 days from the date of Letter of Intent / Letter of Award. The same shall be returned on successful completion of contract. No interest shall be paid on security deposit. In case of any liabilities accrued on account of the default on your part for carrying out the job, the same will be deducted while refunding security deposit. In case of failure to comply any of the provisions of the Labour Laws, The company as a principal employer reserves its right to deduct the amount from the bills to fulfill the liabilities arises due to non compliance of the provisions of the labour laws.

8. **WORKMAN COMPENSATION POLICY:**

You shall take a insurance policy for all the workers so as the Workman Compensation Act 1923 is complied in toto in respect of the labours engaged by you to carry out various activities at our site & the policy shall be in favour of GIPCL. However, you shall pay the amount of compensation as provided that in the said Act in the event it becomes payable, irrespective of insurance claim for the same against your policy. You will submit the WC policy to officer in charge prior to starting the job.

GIPCL shall not be liable for any compensation payable by Law in respect of any demand, any accident or injury to your workman/ representative. In case of any liability arise to GIPCL on account of your failure, then the same shall be adjusted from payment due to you.

9. **LEGAL ASPECTS:**

No employee, agent or sub-agent of the contractor shall smoke or light anything within the premises of GIPCL and carry matchbox / lighter or any other explosive and / or inflammable material inside the plant. You shall not sub let the contract to any other party without written permission of the GIPCL. No child under the age of 18 years shall be permitted to work in plant area.



You shall issue Identity cards to all your employees engaged by you with instructions that they should produce the same on demand. They all shall put on keep the Identity card while on duty. GIPCL shall not pay any compensation for your idle man-hours due to change in schedule of jobs or delay in supply of facility by GIPCL.

You shall take up any type of extra work connected with the contractual work after consent of our competent authority and payment for such jobs will be made on the basis of (i) interpolation of rates or (ii) Labour rates, wherever interpolation is not possible.

10. **COMPLIANCE OF LABOUR LAWS:**

**[A] CASE- I**

The contractor directly carry out the job with their own employees without sub contracting the job to their sub contractor.

**IN THIS CASE:**

[I] The contractor will confirm that they will comply following labour laws, which is applicable to contractor.

- (1) Contract Labour (Regulation & Abolition) Act-1970.
- (2) Employees Provident Fund & Mise. Provision Act-1952.
- (3) Employees state Insurance Act-1948.
- (4) Factories Act-1948.
- (5) Minimum wages Act-1948.
- (6) Payment of Bonus Act-1965.
- (7) Payment of wages Act-1936.
- (8) Workmen Compensation Act-1923.

Above is only an indicative list, however compliance of above statues would cover major compliance.

[II] The contractor will have to submit documents as per following schedule.

**(a) ON COMMENCEMENT OF WORK:**

- (1) Copy of Labour License commensurate with number of workmen to be engaged.
- (2) Copy of registration under EPF & MP Act-1952 and allotment of PF code No.
- (3) Site wise workmen compensation policy commensurate with skill Possessed by the workmen.
- (4) If workman of contractor are covered under ESIC and possess valid ESI No. Sr. No.(3) above may not be required.



**(b) ON MONTHLY BASIS:**

- (1) PF challan on month to month basis
- (2) Copy of attendance & wages paid register on month to month basis

**(c) ON QUARTERLY / YEARLY BASIS:**

- (1) 3A / 6A under PF act at end of the year.
- (2) Bonus payment registers on completion of financial year OR on expiry of one- year contract whichever is earlier
- (3) Payment registers of earned leave with wages on expiry of one-year contract.

- [III] The contractor shall file various returns as provided under different labour laws from time to time. Copies of the said returns may be made available to GIPCL HR&A department as & when called for.
- [IV] The contractor or his authorized representative shall remain present during Inspection by Govt. authority like GLO / ACL / PF officer etc. Compliance of any remark / directives of said authority will also be immediately carried out & an intimation of the same will be conveyed to GIPCL HR&A department.
- [V] The state Govt. encourages & promotes employment of locals for non-supervisory jobs. Contractor may engage locals from nearby villages accordingly. It is desired that successful bidder may also adopt this practice.

**[B] CASE-II**

In the event contractor is hiring the services of their sub contractor to carry out erection / commissioning job.

**IN THIS CASE:**

- [I] The contractor, on behalf of the sub contractor engaged by them, will have to ensure compliance of all the labour laws, as listed at [A] (i.e. Case-I) and will provide an undertaking as per enclosed Annexure (Indemnity Bond), i.e. the contractor will discharge all the liabilities of a principle employer.

Any statutory payment like Wages / Over time / Bonus / Leave payment etc. shall be made in the company's premises and in presence of company's authorized representative.

11. The Contractor shall file various returns as provided under different labour laws from time to time. Copies of the said returns may be made available to HR&A department of the company as & when called for.



12. The Contractor or his authorized representative shall remain present during inspection by any Govt. authority like GLO / ACL / PF officer etc. Compliance of any remark / directives of said authority will also be immediately carried out & an intimation of the same will be conveyed to our HR&A department.
13. Any statutory payment like Wages / Over time / Bonus / Leave payment etc. shall be made in the company's premises and in presence of company's authorized representative.
14. In case of failure to comply any of the provisions of the Labour Laws, The Company as a principal employer reserves its right to deduct the amount from the bills to fulfill the liabilities arises due to non compliance of the provisions of the labour laws.
15. **SAFETY CLAUSE:**  

You shall observe all safety and security rules and regulation of GIPCL which are at present in force and which may come in to force during the tenure of the contract. Any violation of any rules and regulations may result into termination of the contract.

You shall provide all Safety appliance and protective devices including belts, hand gloves, aprons, helmets, shields, goggles, safety shoes etc. shall be provided by you to your personnel. You shall take necessary safety precautions and shall be fully responsible for safety of your personnel. GIPCL is not liable to pay any compensation to your personnel in case any injury/death.
16. **CONTROLLING OFFICER:**  

The controlling officer for this contract shall be Dy. Manager (Civil) and you will work under his guidance and instruction. You will submit your bills to controlling office in charge for certification and payment.
17. You will start work only after getting valid work permit/ hot work permit / clearance from engineer in-charge as the case may be.
18. You will have to mobilize your resources at site within 24 hours from the intimation given by GIPCL.
19. **POWER & WATER SUPPLY:**  

Construction power and reasonable quantity of water for construction purpose will be supplied free of cost by GIPCL at one point convenient to owner / engineer, for further arrangement at various location will be arrange by the contractor.
20. Please indicate whether you are registered as MICRO / SMALL service enterprise, if yes please submit the certificate of the same.
21. GIPCL reserves the right to accept, reject or prefer any tender without giving any reasons whatsoever it may be.



22. **FAILURE & TERMINATION:**

In case if your services are not found satisfactorily then GIPCL have right to terminate the contract either in full or part at any time without assigning any reason thereof by giving a written advance notice of 45 days & will make the alternate arrangement at your cost & risk. You shall be responsible for the complete jobs and in case, fails to do so GIPCL shall recover cost from you, whatsoever incurred to complete the job.

23. **JURISDICTION:**

In case of any disputes arising out of this contract, shall be subjected to the Jurisdiction Court in Baroda city only.

24. **UNDER TAKING:**

I have read and understood all the above conditions and they are acceptable to me/ us and as a token of proof, I have signed all the papers of tender documents.

I hereby confirm that, I have not taken any technical / commercial deviations from this tender document.

For Gujarat Industries Power Co.Ltd.

(B.C.Shah)  
Dy.General Manager (M&C)





**ANNEXUR- F TO TENDER NO.Mat.34/MM/Housekeeping/2018-19  
dt. 02.01.2018**

**ANNEXURE- F  
(To be submitted on Bidder's Letter Head)**

**Declaration Cum Undertaking for Safety Laws and Regulations Compliance**

I \_\_\_\_\_ on behalf of .....Name of Party/Company.....hereby confirm, agree and undertake that all the Statutory and Safety Laws and Regulations of the applicable Authority/ies shall be strictly followed for all types of works at the site during the period of the Contract, if awarded to me.

Further, I .....Name of Party/Company..... also hereby confirm, declare and undertake that there has not been any major Safety Violation and any single Fatal Accident during the execution of the contract/contracts awarded to me during the period of preceding Three years.

Signed and Stamped by the  
Authorized Signatory  
Of the Bidder



**ANNEXUR- G TO TENDER NO.Mat.34/MM/Housekeeping/2018-19  
dt. 02.01.2018**

**ANNEXURE-G  
(To be submitted on Bidder's Letter Head)**

**Declaration for Contractual Disputes/ Litigations**

I \_\_\_\_\_ on behalf of .....Name of Party/Company.....hereby confirm that I/We have not been engaged in any Industrial Dispute(S) or have invoked legal recourse e.g. Arbitration and/or litigation against any Govt, of Gujarat Undertakings / Depts. / Authorities and Govt. of Gujarat supported companies / undertakings / organizations for the last Five (05) years. There are no ongoing/pending legal matter(s) with any of the Govt. of Gujarat Undertakings / GoG supported Companies, including GIPCL.

I/We also confirm that M/s ..... Have not been Blacklisted/ deregistered / listed under stop Deal by any Govt, of Gujarat Undertakings / Depts. / Authorities and Govt. of Gujarat supported companies / undertakings / organizations , including GIPCL for the last Five (05) years.

The above is true, as on date, to the best of my knowledge. Any breach/ false statement in this regard shall amount to disqualification of the Bid being submitted herein.

Signed and Stamped by  
The Authorized  
signatory Of the  
Bidder