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**ELECTRICITY GENERATION DIVISION, MUZAFFARNAGAR**



**E-TENDER SPECIFICATION NO. T-01/EGD/MZN/2018-19**

**FOR**

**COMPUTER JOB WORK AT DIVISION OFFICE AT ELECTRICITY GENERATION DIVISION, MUZAFFARNAGAR**

**Tender cost : Rs. 236/- including GST.**

EXECUTIVE ENGINEER

ELECTRICITY GENERATION DIVISION

 U.P. JAL VIDYUT NIGAM LTD.

MUZAFFARNAGAR. (U.P.)

**INSTRUCTIONS TO TENDERERS**

**For E-Tender specification No T-01 /EGD/2018-19**

1. **General:-** The bidders are requested to make themselves fully conversant with the scope of work seeing working site, technical specification, general terms and conditions as per terms and conditions for the work contract for UPJVNL, special terms and conditions etc. before submission of the tender and thereafter they should quote their rates in price schedule accordingly so that no ambiguity at later stage arises. For participation in this E-Tender bidder should be registered with U.P. Electronics Corporation, Ashok Marg, Lucknow.
2. **Submission of Tender:**- The tender must be submitted in two parts, known as Part-I (Pre-requisites for opening of Part-II)and Part-II (Price bid). Part– I of the tender shall be opened electronically in the presence of bidder’s representatives, who choose to attend, at the prescribed venue, date and time mentioned in tender notice. Part-II of tender shall be opened after the approval given by SE HGC Khara for only those bidders who have fulfilled the criteria as per pre-qualifying conditions of the tender on the basis of documents submitted in Part-I of the tender. Similarly part– II of the tender shall be opened electronically in the presence of bidder’s representatives, who choose to attend, at the prescribed venue, date and time
3. a) E-bids (Technical and Financial) must be submitted by the bidders at e- procurement website http://etender .up.nic.in not later than as prescribed date and time in tender notice.

 b) The purchaser may’ at this discretion, extends this deadline for submission of bids by amending the bid documents.

1. **Late Bids:-** The server time indicated in the bid Management window on the e-procurement website http://etender.up,nic.in will be the time by which the bid submission activity will be allowed till the permissible date and time schedule in the bidding. Once the bid submission period is over, the bidder cannot submit their bid. Bidder has to start the bid submission well in advance so that submission process is completed within the scheduled period, failing which it shall be the bidder’s responsibility.
2. **Withdrawal and resubmission of E-bids:-**
3. At point of time, a bidder may withdraw their bid submitted online before the bid completion of bid submission period.
4. The bidder has to request the purchaser with a letter, attaching the proof of withdrawal and submission of bid security/EMD in the office of purchaser for taking back the bid security EMD as per the manual offline procedure.
5. The bidder can resubmit their bid as and when required till the scheduled bid submission end date and time. The bid submitted earlier will be replaced by the new one. The bid security submitted by the bidder earlier will be used for revised bid and the new bid submission summary generated after the successful submission of the revised bid will be considered for evaluation purposes.
6. The bidder can submit their revised bids as many times as possible by up loading their bid documents within the schedule period for submission of e-bids.
7. No bid can be resubmitted subsequently after the period for submission of bids is over.
8. Bidders are advised to study the bid document carefully. Submission of bids against the tender notice shall be deemed to have been done after careful study and examination of the procedures, terms and conditions stipulated in the bid documents with full understanding of its implications.
9. The bid document is available at e-procurement website http://etender.up.nic.in interested bidders may view, download the bidding document, seek clarification and submit their bid online up to the prescribed date and time through uploading on e-procurement website http://etender.up.nic.in.
10. The bidders are required to submit the cost of tender documents as stated above through demand draft payable in the favour of “Executive Engineer Electricity Generation Division Muzaffarnagar” (U.P.). Payble at “Muzaffarnagar” by hand / post/courier, prior to the scheduled date & time of submission of bid, failing which bid shall not be considered/ opened.
11. All bids must be accompanied by a bid Earnest Money Deposit in the form of FDR/TDR ETC. of scheduled bank which shall be duly pledged in favor of Executive Engineer Electricity Generation Division Muzaffarnagar (U.P). The scanned copy of bid document fee (Tender Cost), Earnest money must be up loaded electronically along with all the bid documents. The original copy of bid document fee, Earnest money (i.e. as desired in form of DD & FDR/ CDR etc. respectively) along with other original copies of undertaking given on non-judicial stamp papers plus other required documents should be furnished to the office of the Executive Engineer Electricity Generation Division Muzaffarnagar (U.P) on or before submission date of bids with in prescribed time, failing which the bid shall not be considered/ opened, & is liable to be rejected.
12. The bids shall be electronically opened in the presence of bidder’s representatives, who choose to attend, at the prescribed venue, date and time mentioned above.
13. The purchaser reserves the right to cancel any all the bids/annul the bidding process without assigning any reason thereof.
14. In the event of date specified for bids opening, being declared a holiday then bid shall be opened on next working day at schedule time.
15. All the required documents shall be submitted/ uploaded by the bidder electronically in the PDF format. However, the Financial bid should be submitted in the XLS format.
16. No deviation from the Technical specification & Technical Conditions shall be acceptable.
17. The price bid of only those firms shall be opened who shall fulfill specified pre qualifying conditions.
18. **Contract/ Agreement:-** All work covered under this specification shall be carried out in accordance with the general condition of form A \ B, attached herewith and contractor will have to enter into a written agreement with the Engineer-in-charge of work.
19. The tenderer to whom the work is awarded, shall execute a written agreement as specified above, with the department / UPJVNL, on 100/- Rupees non-judicial stamp paper, (purchased by the contractors in his own name / firm), after intimation by this office..
20. If any tenderer’s rates are accepted and he does not turn up for agreement even after intimation the earnest money submitted by him will be forfeited.
21. **Security Deposit:-** The successful tenderer will have to deposit a security amounting to 2% of the tendered sum before entering into contract. Such security will be in the shape of CDR / FDR of a schedule bank drawn in favour of the Executive Engineer, Electricity Generation Division, UPJVNL, Muzaffar Nagar, valid for a minimum period of 12 month. The said security shall be released after twelve months from the date of successful completion of work awarded to him. This security may be forfeited against the work carried out by him, if not satisfactory.
22. **Subletting of Work Contract:-** The contractor will not be allowed to sublet the work contract under any circumstances. If dose so, the work contract shall become liable for termination and balance work shall be got done through other agency on contractors account, which will be made good by deduction from contractors bills.
23. **Award of Contract:-** The UPJVNL / Department shall not be bound to accept the lowest or any other tender, and Executive Engineer, Electricity Generation Division, Muzaffar Nagar, reserves the right reject the whole or any portion of the tender, as he may think fit; without assigning any reason thereof. The contractor may be asked to immediately start the work keeping in the view the urgency of the work at site.
24. **Other Conditions**
* The tender fee will not be refunded under any circumstances whatsoever.
* After awarding the LOI, if any thing comes in to notice regarding false documents submitted for getting the tender or bidder involved in mafia activity or threatened other bidders or entrapped other bidder in participating in tender, the tender shall be cancelled and any loss to the Nigam on this account shall be responsibility of the contractor. In such cases action to be taken as deemed fit.
* It may be noted that no request for extension in the due date of tender opening shall be entertained.
* UPJVNL may revise or amend the specification, drawing or any other documents forming part of the tender documents prior to the date notified for opening of the tenders. Such revision or amendment, if any, will be communicated to all the tenderers as amendment to this invitation of tenders, in time.
* The successful tenderer who shall enter in agreement with engineer of contract shall fully responsible for any sort of accident or injury to his labour while on duty and he will take all possible measure to ensure that no such event is occurred. However, in case of any accident of any nature, during the execution of the work, the department will not be held responsible or liable to make any compensation to contractor’s labour.
* The successful tenderer who shall enter in agreement with engineer of contract will observe all the rules and regulation of Factory Act; Workman compensation Act etc.
* In case of any loss or damage of Nigam’s property during execution of work due to negligence on the part of contractor or his labours, the contractor has to bear the charges of these losses as assessed by the Engineer Contract, in this regard it will be final and binding on the part of the contractor.
* All the dispute arising out of and touching or relating to the subject matter of this agreement shall be put up before higher authorities of the department i.e. S.E. / C.E. / Their decision shall be binding on both parties. Any action taken or proceeding initiated on any of the terms of this agreement shall be only in the competent jurisdiction under the High Court of judicature at Allahabad.
* Only such firms / contractors should submit tenders who are having experience of such type of work and necessary resources to undertaking such work to the satisfaction of departmental Engineer In-charge of work. The tenderers must include testimonials of the experience from appropriate authority where they have executed the work of similar nature.

**Executive Engineer**

**EGD Muzaffarnagar**

**SPECIFICATION IN REGARD TO TECHNICAL & FINANCIAL BID**

E-bids (Technical and Financial) must be submitted by the bidders at e- procurement website http://etender .up.nic.in not later than as prescribed date and time in tender notice.

**A Tender Bid Part-I (Technical Bid)**

**Pre-Qualifying Terms and Conditions**

Tender bid Part-I of tender should be submitted in a cover-Ist against specified tender No “T-01/EGD/ Mzn/2018-19” containing the copies of following scanned documents duly signed & stamped by bidders.

1. Earnest money (Rs. 2,700/-) in shape of FDR/CDR duly pledged in favour of Executive Engineer EGD Muzaffarnagar & DD against tender fee amounting to Rs. 236/- (Inclusive GST) .
2. An agreement on non-judicial stamp paper of Rs.100/- regarding validity of offer on prescribed Performa with the signature of two witnesses.
3. Latest Copy of Income Tax clearance certificate /copy of return filed for last 03 financial years with the copy of PAN issued from Income Tax department.
4. Latest financial year turnover of the firm. Average annual financial turnover during the last 3 years should be at least Rs. 4,00,000.00.
5. Similar nature of work executed in Government department which shall be:

Experience of having successfully completed similar nature of work during last 7 year ending March -2018, should be either of the following:-

1. Three similar nature of work costing not less than the amount equal to Rs. 52,500.00. OR
2. Two similar nature of work costing not less than Rs. 65,000.00.

OR

1. One similar nature of work costing not less than Rs. 1,05,000.00.
2. A copy of partnership deed in case tenderer is partnership firm. In case of limited company a copy of registration certificate issued by Registrar of Companies.
3. Copy of Goods & Service Tax registration.
4. Proof regarding group insurance.
5. Copy of EPF code no. alongwith deposit slip/ Return file of EPF of labours for the last one year ending the previous month of due date of opening of tender.
6. Latest No dues certificate regarding house rent and electricity charge from concerned civil division of Hydro Power Station, if the house is allotted to tenderer or undertaking of no dues in this regard.

**Note:-**

1. If at any stage during finalization of tender/execution of order, any documents, submitted by a contractor in his bid in support of pre-qualifying conditions, is found to be forged/false, his bid or order is liable to be rejected. EMD/Security deposit forfeited any other departmental action as deemed fit be initiated. For this purpose the contractor shall have to produce original documents, if required before opening of bid Part-II / afterward, as the case may be.
2. Any deviation in terms & condition must be enclosed with Part-I. Deviation in the terms & condition may be the cause of not opening of tenderer Part-II.
3. All the bidders will have to produce the original copy of all the scanned documents uploaded in cover-Ist, as & when required, for verification purpose.

**B Tender Bid Part-II (Financial Bid)**

1. This part of the tender will contain price bid only. Part-II of tender shall be opened after approval given by SE HGC Khara for only those bidders who have fulfilled the pre- qualifying conditions of the tender on the basis of documents submitted in Part-I of the tender. Opening date of the Part-II shall be intimated later, after scrutiny of tender part-I, & thereafter approval from Superintending Engineer, Hydel Generation Circle, Khara, Bhadshahibagh, Saharanpur. Part– II of the tender shall also be opened electronically in the presence of bidder’s representatives, who choose to attend, at the prescribed venue, date and time.
2. Rate should be quoted in figure & words exclusive of service tax in prescribed xls. Sheet (i.e. B.O.Q).If there is a discrepancy between words and figures, the amount in words will prevail. Service tax shall be paid extra at actual as legally applicable.
3. The earnest money of un-successful bidders of the tender shall be returned to them after finalization of the tender. In case of successful bidders, the earnest money may be retained and may be adjusted towards in initial security deposit.
4. All the terms and condition of Form ‘A’ and ‘B’ of erstwhile UPSEB will also be applicable.
5. Conditional offer will not be accepted in any case and will be rejected immediately.
6. No request for consideration of earnest money from pending bills/security money/EMD shall be entertained. And no tenderer can exempted from submission of EMD.
7. **Validity of Offer: -** The tender submitted by the bidders must valid for a period of at least 6 months from the date of opening of tender.
8. If the opening date happened to be a holiday then the tender shall be opened on the next working day at the same time as mentioned in tender notice.

 **Executive Engineer**

**EGD Muzaffarnagar**

"SCOPE OF WORK AND SPECIAL CONDITION"

AGAINST TENDER SPECIFICATION NO.T- 01/EGD/MZN/2018-19 for Computer job work at Division office at ELECTRICITY GENERATION DIVISION, MUZAFFARNAGAR

**SCOPE OF WORK:-**

 The above work shall be accomplished by deputing a dedicated computer operator at Electricity Generation Division, UPJVNL Muzaffarnagar office premise. Scope of work includes works on computer like data entry in regard to preparation of energy bill, tenders, reports, tender specification, pay bill of staff, account Performa bill, ledger posting in Tally, accessing internet & other day to day letters and any other work as per requirement of division office, including feeding, storing data in Pen drive / CD / HD taking out prints etc. The said works are carried out in MS Office (MS Word & MS Excel), Tally software, Page Maker and Corel Draw.

***Special Terms & Conditions:-***

* Computer with printer along with accessories shall be provided during working hours 10:00 am to 6:00 pm on all working days including Sunday & holiday, if required.
* If the contractor fails to provide computer operator with computer accessories on any day due to any reason, a penalty of Rs. 500.00 per day will be deducted from the contractor's bill.
* Any poor quality of printing shall be rectified by the contractor, at his own cost.
* Space for operator, computer and electricity shall be provided by the department free of cost.
* The contractor shall submit monthly bills in duplicate.
* Running payment shall be released on availability of funds.
* Income tax & other taxes shall be deducted from the contractor's bill, as legally applicable.
* In case of breakdown in the computer, the same shall be repaired within 6 hrs., so that the work does not suffer.
* Any loss or damage to the computer and associated accessories shall be the liability of the contractor.
* All the consumables shall be provided by the department. However initial toner / ink shall be provided by the contractor free of cost.
* All the records developed / software shall be the sole property of the department. Record / software shall neither be taken out of office in soft / hard copy nor destroyed by the contractor / computer operator during and after the contract. Failure to comply so will invite legal action.
* The safety of computer along with all its accessories shall be the sole responsibility of the contractor.
* The computer operator shall arrange laser printer at his own cost.
* The print cartridge shall be provided by the department free of cost as and when required.
* Any other computer work assigned by the Engineer-in-charge / SDO / DA shall be carried out timely.
* Operator should have thorough knowledge M.S. Office like MS Word, MS Excel, Power Point, Tally Software, Page Maker, Corel Draw etc.
* The computer operator should be able to type at least 30-35 W.P.M. in English as well as 25-30 W.P.M. in Hindi language.

 **(Yatendra Pal Singh)**

 **Executive Engineer**

 **EGD,Muzaffarnagar**

BILL OF QUANTITY SPECIMEN

for Computer job work at Division office at ELECTRICITY GENERATION DIVISION, MUZAFFARNAGAR AGAINST TENDER NO. T-01/EGD/MZN/2018-19T- 01/2016-17

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | **Qty.** | **Rate****(Rs.)** | **Amount****(Rs.)** |
| 1. | Computer Operator for 01 month, as per technical specification  | 12 Job |  |  |
| 2. | Computer along with Printer for 01 month, as per technical specification  | 12 Job |  |  |
| **Total Rs.** |  |  |

(Rupees…………………………………………………………………………)

**Executive Engineer**

 **EGD,Muzaffarnagar**

Terms & Condition in General

*1- GENERAL:-*

These special condition of the contract shall be read and constructed along with the annexed general condition of the contract form ‘A’ as modified by the provision hereof, but if there is any conflict or inconsistency between the provision hereof and those contained in general condition, the special conditions shall prevail.

1. SCOPE OF WORK:-

The scope of work involved will be as per technical specification attached herewith.

*3- DATE OF COMPLETION:-*

The work covered under scope of work shall be completed by the contractor, within **12 months** from the date of the start of work.

*4- DATE OF START:-*

Date of start will be counted from the date execution of agreement or the date of handing-over the plant, or issue of LOI whichever is later.

*5- PENALTY:-*

If the contractor fails to provide computer operator with computer accessories on any day due to any reason, a penalty of Rs. 500.00 per day will be deducted from the contractor's bill.

*6- VARIATION QUANTITY:-*

The quantities are approximate & may vary 10% as per requirement.

7- *ACCIDENT / DEATH OF WORKER:-*

The contractor shall be fully responsible for payment of accidental benefit and compensation in case of death of any worker engaged by him, as per provisions of rules / order of the Government under the compensation act. No liabilities whatsoever will be accepted by this office/ department/ U.P. Jal Vidyut Nigam Ltd.

8- *PERMISSION FOR ENTERING IN TO OFFICE:-*

 The contractor shall obtain the permission for himself and for his Engineer/ staff/ workers etc. to enter into office premises / area for execution of work. He shall take full responsibility for good conduct of his staff and worker engaged for execution of work / job.

*9- TERMINATION OF THE CONTRACT:-*

The contract can be terminated at any time, if it is found that the work is not being carried out to the satisfaction of the Engineer-in-charge or his representative. Under such condition the complete work will be got done through other agency and all such expenditure including extra if any, incurred will be chargeable from the contractor or as decided by engineer of the contract

*10- TRANSPORTATION OF MAN & MATERIALS:-*

Contractor will make his own arrangement for transportation of his staff / workers & materials to be work sites and back. Site storage facility will be provided by the department fee of cost, as per availability.

*11- INCOME TAX :-*

Income tax & Other Tax, if any, shall be deducted from the bill of the contractor as per existing rules and regulations as legally applicable, on all the work as specified in the above notification.

*12- ELECTRICAL ENERGY/ SPACE:-*

 Space for operator, computer and electricity shall be provided by the department free of cost

*13- PAYMENT:-*

90% payment shall be released against running bill of the contractor on monthly basis. 10% payment shall be released at the end of completion of work with final bill or 100% payment shall be released on submitting FDR / CDR of balance 10%. In case of submission of FDR / CDR, the same shall be liable to be released within one month after faithful execution of the contract. The bill should be submitted in the office by 5th of next month.

*14- RATES:-*

Rates quoted shall be firm & final, includes all legal taxes & duties, insurance, royalty & octroi etc. No extra payments shall be made on this account. No escalation of rates over the finally accepted shall be allowed. (However, the rates shall be exclusive of GST which shall be charged extra, as per rule, as legally applicable.).

*15- OTHER TERMS:-*

1. The contractor will be allowed to work normally during working hours only i.e. from 10 AM to 6 PM.
2. The contractor shall remain liable to remove the defects that may develop in the work arising solely from the faulty workmanship.
3. The Engineer-in-charge shall have the right to object employment or pressure of any person, labour engaged by the contractor; non-compliance, negligence, misconduct shall be considered undesirable. In the interest of work; contractor shall be bound to remove such person from the work area site at once.
4. No claim shall be accepted against point no.-16-C above.
5. Due to any reason, the department considered that the work is to be stopped, the contractor shall not be entitled for any claim arising out for such circumstances. However he shall be allowed time extension to the extent for such period, during which the work remained suspended.
6. Specification of work or items may be allotted as per written direction of the Engineer-in-charge, if any dispute in this regard, the decision of Executive Engineer, EGD, Muzaffarnagar shall be final & binding.

*16- GENERAL:-*

All the disputes arising out of and touching or relating to the subject or later on this agreement shall be subject to the jurisdiction of the local court of Muzaffarnagar and High Court of judicature at Allahabad.

1. In case any loss or damage to Departmental property, during the execution of work due to negligence on the part of the contractor or his representative / workers ; The contractor have to bear the charges of that loss ,as assessed by the Ex. En., EGD., (UPJVNL); Muzaffar Nagar. In this regard his decision will be final and binding on the part of the contractor.
2. The contractor will observe all the rules and regulations of Factory Act, Workman Compensation Act etc.

*17-*  *NOTICE TO THE CONTRACTOR:-*

Any notice to be given to the contractor may if the UPJVNL Engineer thinks fit be posted to his address or handed over to his representative and such posting or acknowledgement shall be deemed to have been served such notice & the time mentioned and the general condition for doing any act after notice should reach him normally.

*18-*  *AGREEMENT:-*

The successful tenderer will have to execute an agreement for completing the work according to these specifications on 100/- Rupee Stamp Paper. The said Stamp paper must be issued in his own / firms name by the authorized dealer / authority.

*19- GST:-*

GST shall be paid to contractor as per existing rules and regulations as legally applicable, on production of valid GST registration certificate. Any amendment as per government policies on tax structure shall be applicable.

*20- Apart from above all other Conditions of Form-‘A’ & ‘B’ of erstwhile UPSEB shall be applicable.*

# EXECUTIVE ENGINEER

**TENDER SPECIFICATION NO. T-01/EGD/MZN/2018-19**

**Name of the Work: - Computer job work at Division office at EGD, Muzaffarnagar**

**From:**

**To,**

The Executive Engineer

Electricity Generation Division

U.P. Jal Vidyut Nigam Ltd.

Muzaffarnagar.(U.P.)

Dear Sir,

With reference to your invitation of tender for the above, I/We hereby offer to U.P. Jal Vidyut Nigam Ltd. the items in the schedule of price rate to the satisfaction of the purchaser or in default there-of forfeit to pay to U.P. Jal Vidyut Nigam Ltd., the sum of money mentioned against the said conditions. The rates quoted are net and firm and in full satisfaction of all claims. I/We agree to abide by this tender for a period of six months from the date fixed for opening of the same. A sum of Rs…………………….. in the form of……………………………. as earnest money in favour of the '' Executive Engineer, Electricity Generation Division , U.P. Jal Vidyut Nigam Ltd, Muzaffarnagar." is enclosed.

I/We hereby undertake and agree to execute aforesaid tender as per the specification in accordance with the terms & conditions of tender document, if contract is awarded to me/ us.

Dated: Your’s Faithfully

Witness: Signature of Tenderer in full

 **(With seal)**

**AGREEMENT OF VALIDITY**

**(On a non-judicial stamp paper of Rs.100/- only)**

AGREEMENT

Tender invited by : - The Executive Engineer, Electricity Generation Division,

Muzaffarnagar

Tender for : - Computer job work at Division office at EGD, Muzaffarnagar.

Tender no. & date : - T-01/EGD/MZN/2018-19; due date…………………….

Name of tenderer : - ……………………………………………………………………

 In consideration of the Uttar Pradesh Jal Vidyut Nigam Ltd. treated the tender to be an eligible person whose tender may be considered the tenderer hereby agrees to the condition that the proposal in response to the above invitation shall not be withdrawn within six (6) month from the date of opening of the tender; also to the condition that if thereafter the tenderer does withdraw his proposal within in the said period, the Earnest money deposited by him may be forfeited to the UPJVNL in the discretion of the later.

WITNESS

1- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_