



PASCHIM GUJARAT VIJ COMPANY LIMITED

CIRCLE OFFICE, MORBI

Old power house compound, Nr. Natraj Hotel, Sama Kanthe, Morbi-363642

Ph: 02822 243401, 242290-91-92-93, Email: semrb.pgvccl@gmail.com, Web: www.pgvccl.com

CIN No: U40102GJ2003SGC042908



TENDER NO.MRC-01(2026-27)
COMMERCIAL TERMS & CONDITION

Annual work of spot monthly/bi-monthly billing at site for approx. 40000 consumers under 4 nos. of sub-division of Wankaner Division, under Circle Office, Morbi.

Signature of Tenderer

Company's Round Seal

Date:

Place:



PASCHIM GUJARAT VIJ COMPANY LIMITED

CIRCLE OFFICE, MORBI

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TENDER NO.MRC-01 (2026-27)

Superintending Engineer, Circle Office, Morbi invites “On line Tenders” (e-tendering) for the work of spot monthly/bi-monthly billing at site for **approx. 40,000 consumers under 4 Nos. of sub-divisions of Wankaner Division Office** under Morbi Circle Office. Tender Papers & Specifications may be down loaded from Web site <https://pgvcl.nprocure.com> (For view, down load and on line submission) and GUVNL / PGVCL web site www.gseb.com & www.pgvcl.com (For view & down load only). Tender fee may be paid along with submission of tender in EMD cover, for respective tender. “All the relevant documents of tenders to be submitted physically will be received only by registered Post A.D. or Speed Post addressed to The Superintending Engineer, PACHIM GUJARAT VIJ COMPANY LTD., CIRCLE OFFICE, MORBI, OLD POWER HOUSE COMPOUND, VEGETABLE ROAD, MORBI – 363 642. “COURIER SERVICE OR HAND DELIVERY” will not allow.

Sr.No.	Description	
1	Tender No.	MRC-01(2026-27)
2	Tender for work of spot monthly/bi-monthly billing at site for approx. 40,000 consumers under 4 nos. Of sub-divisions of Wankaner division office under Circle Office, Morbi. Billing will have to be done in the city or Village of Wankaner taluka.	
3	Tender Fees in Rs. (Non-Refundable) + 18% GST	Rs.1250/- + 225/- = 1475/-
4	Estimated cost in Rs.	Rs.30,00,000/-
5	Earnest Money Deposit amount in Rs.	Rs.30,000/-
6	On line (e-tendering) tender / offer submission last date up to 18.00 hours only (This is mandatory)	29-06-2026
7	Physical submission of all the relevant documents and samples, last date up to 18.00 hours. By RPAD or SPEED POST only	30-06-2026
8	Date of opening of Tender fee , EMD cover & Technical bid physical as well as on – line opening at 12.00 Hours	01-07-2026
9	Tentative Date of on – line opening of Price bid at 12.00 Hours	04-07-2026

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SCHEDULE 'A'
TENDER SPECIFICATIONS

- 1) Bidders have to submit their offer in 2 (Two Bids) duly sealed cover separately, i.e.
 - a) Technical Bid
 - b) Price Bid-Only online submitting.
- 2) The technical scrutiny committee of PGVCL shall evaluate the technical view of the tender. PGVCL reserves the right, to open or not to open the price bid of the bidders on the basis of their past performance of their services.

Incomplete bids, amendments and additions to bids after opening of the bids will be ignored out rightly.

The price bid of those who are technically qualified shall be opened. After technical bid is opened, for modification, if any, all shall be given equal chance.

3) **TENDER FEES :**

Tender fee (Non-refundable) Rs.1250/- with 18% GST Rs.225/- is Total Rs.1475/- should invariably be paid through RTGS/NEFT only otherwise offer will be ignored out rightly. The envelope shall be addressed to The Superintending Engineer, PGVCL, Circle office; Morbi and PGVCL will not be responsible for the transit loss or misplacement.

4) **E.M.D. :**

EMD Rs.30,000/- should invariably be paid through RTGS/NEFT only otherwise offer will be ignored out rightly. The envelope shall be addressed to The Superintending Engineer, PGVCL, Circle office; Morbi and PGVCL will not be responsible for the transit loss or misplacement.

“Tender fee Demand Draft & EMD Demand Draft must be kept in the cover of EMD; otherwise supplier's offer is liable as rejected”

5) **IMPORTANT:-**

All the relevant documents as per requirement of the Tender to be submitted physically along with the DD of Tender Fee & EMD, in sealed cover on or before due date and time. All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained. Also tender no. & last date of submission must be mention on tender cover. The Following tender document submits in 2 separate sealed cover.

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Cover No.(1)

Includes Tender fee DD and EMD DD. Also clearly mention “Tender Fee & EMD” on the cover.

Cover No.(2)

Includes all the required Technical documents with “Technical Bid” on cover No. 2.

All Two covers are include in one Big cover & subscribe on this cover “Tender No. & Due Date” All the covers are opened stage wise undersign have rights to reject any party at any stage without given any reason thereof.

6) POST TENDER CORRESPONDENCE / ENQUIRIES:-

Any correspondence or enquiry subsequent to opening of Technical and Commercial bids are not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any Officers of PGVCL, as otherwise the same would also amount to disqualification of the tender.

7) JURIDICTION :

All questions, disputes or differences arising under out of or in connection with the tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / acceptance of tender is issued, is situated i.e. Morbi

- 8) The tenderers should thoroughly read all the following clauses before submitting their tender. The original copy of the tender duly signed on every page, stamped with company's seal must be submitted along with the bid. Tender Issuing Authority has reserved the rights to accept or reject any tender without giving any reason.
- 9) If any matter, public dispute arise between PGVCL and Vendor, Vendor is permitted to represent the matter up to tender issuing authority only and decision of the tender issuing authority will be final and binding to vendor.

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10) OBJECTIVES:

It is proposed to start monthly/bi-monthly spot billing work using GPRS Base Personal Digital Assistant (PDA) with Blue Tooth Printer in Subdivisions of Wankaner Divisions under Circle Office Morbi, all logical software for billing, tariff and exceptional reading detection will be lodged along with consumer past billing database. PDA will print bill on the spot with blue tooth printer and these computerized bills will be delivered to consumer at site. All billing data collected in field will be automatically updated in GPRS server however for offline billing all bills to be updated in GPRS after coming to connectivity area within same time.

Billing cycle will be monthly or bi-monthly as directed billing to be completed. Monthly billing to be started on 11th of each month without fail and completed on or before 20th of each month & Bi-monthly billing program to be started on or before 21st of each month but to be completed on or before 10th of next month without fail.

11) SCOPE OF WORK

The scope of work will include following:

- I. The spot billing work is to be carried out as per existing route code data available from PGVCL Sub Division office. If any correction is required, same may be done with the approval of engineer in-charge of sub-division.
- II. During preparation of energy bills in route code, if any new consumer is noticed without billing records of PGVCL; separate data is to be furnished immediately.
- III. The spot billing work is to be completed in scheduled program given by the concerned sub-division office. Cycle-05 billing will be start every month 11th and completed every month latest on dt.20th of every month. No change is permitted without pre-approval. The bidder will engage manpower to visit all consumers of assigned area with PDA and Blue Tooth Printer. The deployment of the man power will be according to quantum of work and in co-ordination with engineer in charge of the sub division or the division office.
- IV. Representative of the bidder will issue bills created using PDA and Blue Tooth Printer on the spot after taking the meter reading. Bills will be printed on pre-printed rolls of 55mm width, approximately. The preprinted roll will be provided by the bidder without any extra charge. All prepared bills must be signed by the concerned meter reader with his name/Code in rubber stamp.
- V. Bill printed by such terminals will be attached to pre-printed bills forms supplied by PGVCL.

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- VI. Representative of bidder will enter all abnormalities found at consumer's premises into the system. Terminal cover/seal not found, Body seal/ Meter Glass tempered-broken, Meter burnt, Reading not displayed, Meter damaged, Meter on height / Meter no differ with bill / Meter without bill / Bill without meter/ Reading mismatch with bill, MMB not at site / meter fixed without MMB/ MMB glass, seal broken, Joint found in service line / service line taping with meter bypassed, Power using directly by "D" status consumer, Power not using as per tariff, Electro Mac meter found at site and other observation provided by PGVCL time to Time . This data should be provided in excel sheet only to sub-division, Division and Circle office. (Guideline for this is attached herewith as "Annexure-A")
- VII. The bidder is expected to give the reports of following type:
- Large variation in consumer consumption i.e. more/less than 30% of average consumption of last three months.
 - Any form of tampers or irregularities in detail.
 - Discrepancies in usage, purpose and tariff amendments.
 - Unbilled consumer's details.
- VIII. All billing data collected through PDA/Blue Tooth Printer during the day will have to be ensured online updated in GPRS server, for offline billing same day data to be updated after coming of connectivity area on same time within 24 Hours into PGVCL billing system on normal days. If there is a public holiday, the work will be carried out next day accordingly.
- IX. The bidder is required to submit samples of printouts form by PDA/Blue Tooth Printer along with technical bid.
- X. The period of the contract will be of one year & PGVCL has right to extend the period of contract for further one year with same terms and condition in concurrence with Bidder. As well as, also PGVCL have also right to extend the period of contract for further three months with same terms and condition without concurrence with bidder, in company interest work. Similarly PGVCL has right to terminate the contract without showing any reason with one month notice.
- XI. The quantity mentioned in scheduled – C is approximate. The payment will be made as per actual work carried out.
- XII. The software in PDA and Blue Tooth Printer to be ensured from IT department and L1/L0 Champion of PGVCL/GUVNL within 20 days from issue of order. Extension will be subjected to approval of SE-Circle Office, Morbi limited to 10 Days.

Signature of Tenderer

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	<p>PASCHIM GUJARAT VIJ COMPANY LIMITED</p> <p>CIRCLE OFFICE, MORBI</p> <p>Old power house compound, Nr. Natraj Hotel, Sama Kanthe, Morbi-363642</p> <p>Ph: 02822 243401,242290-91-92-93, Email: semrb.pgvccl@gmail.com, Web: www.pgvccl.com</p> <p>CIN No: U40102GJ2003SGC042908</p>	
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XIII. After printing of pre-printed bill in such agency, the bidder has to collect the bills and all types of binding works and bill cutting work will have to carry out by the bidder. This work is mandatory; if bidder is not ready to carry out the work then division has to carry out the work by outside agencies on existing reasonable rate dully approved by circle office.

XIV. During the work of spot billing your employee should have to wear “IDENTITY CARD” duly signed by SDO’s of respective sub division and authorized representative of Billing Contractor.

BIDING PROCESS

Bids are invited in two parts

- (a) Technical Bid.
- (b) Price Bid. –Only on line submitting

--S/D--

**Superintending Engineer
PGVCL, Circle Office, Morbi.**

Signature of Tenderer

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Date:

Place:



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SCHEDULE – “ C “

PRICE-BID

Taking monthly / bimonthly meter reading of L.T. consumers of 4 Nos. of sub-divisions of Wankaner division, as mention under, of PGVCL by PDA/Blue Tooth Printer, generate and print bills and serve the same to consumers on spot. Ensuring billing date in GPRS Online server and generating required reports at every billing cycle and submission of different reports to concerned subdivision in required formats. The software is to be developed / updated in co-ordination with I.T. Department of PGVCL/ GUVNL is to be used in PDA/Blue Tooth Printer and carry out the work as per the instructions of the Engineer-In-Charge.

Sr. No.	Name of Circle.	Name of Division	Area	Nos of Total consumers Allotted (approx).	Unit	Rate Per consumer / per Bill	GST	Total Rate with GST Per consumer / per Bill
1	Morbi	Wankaner	Wankaner Taluka- Urban & Rural	Monthly/ Bi-monthly-	Per consumer / Per bill	Urban- Rs. 6/- Rural- Rs. 7/- Agriculture- Rs.12.50/-		

Note: Only Quotation / rates for the same submitted in online “Price bids” only.

--S/D--

**Superintending Engineer
PGVCL, Circle Office, Morbi.**

Signature of Tenderer

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AGREEMENT

This agreement is made at Morbi on the _____ Day of _____ between _____ (hereinafter referred to as "The Contractor" which expression shall unless excluded by or repugnant to the context included its successors or permit assigns) of the one part and the PGVCL having the Head Office, At Nana Mava main road, Laxminagar, Rajkot (hereinafter called "The PGVCL" which expression shall unless excluded by or repugnant of the context include its successors of assigns) of the other part.

Whereas the aforesaid PGVCL has accepted the tender of the aforesaid contractor for _____ as per PGVCL's LOA Order No _____ hereinafter called "The works" and more particularly described enumerated or referred to in specifications, terms and other letters and schedule or price which for the purpose of identification have been signed by The Executive Engineer PGVCL, Division Office, Morbi on behalf of the PGVCL, a list where of is made out in the schedule here under written and all of which said documents are deemed to form part of this contract and include in the expression "The Works" wherever herein used, upon the terms and subject to the conditions hereinafter mentioned. And whereas the PGVCL has accepted the tender of the contract for _____ up on the terms and subject to the conditions herein mentioned.

1. The contractors shall do and perform all works and things in this contract mentioned and described or which are implied therein of there form respectively or are reasonable necessary for the completion of the work as mentioned and at the time in the manner and subject to the terms and conditions and stipulation contained in this contract and in consideration on the due provision, executions, contusion and completion of the work agreed to by the contractor as aforesaid the PGVCL both hereby convenient with the contractor to pay all the claim of money as and then they become due and payable to the contractor under provision of the contract such payment to be made at such times in such manner as is provided by the contract.

The conditions and convenient stipulation herein before in this contract are subject to and without prejudice to the right of the PGVCL to enforce for delay and or any other right to reject and cancel on defaulter breach by the contract of the conditions and the convenient as stipulated in the general conditions specifications form or tender schedule drawing etc., attached with the PGVCL Order No LOI Order No. _____.

The contract value extent of providing service, specifications as other relevant matters may be altered by mutual agreement and if so altered shall to be deemed of constructed to mean and to effect or alter other terms and conditions of the contract and the contract so altered or revised shall be and shall always be deemed to have been subject.

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SCHEDULE

List of documents forming part of the contract:-

1.

2.

In witness where of the parties here to have set their hands and seal this day and
month year first above written.

1.Signed sealed and delivered by for
and behalf on the presence of name
And address:

Witness (1)

Witness (2)

1.Signed sealed and delivered by for
And on behalf of PGVCL.

Witness (1)

Witness (2)

Signature of Tenderer

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Date:

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INDEMNITY BOND

In consideration of the Paschim Gujarat Vij Company Limited hereinafter known as the PGVCL having given contract for the work of _____ as per Work Order _____ and all future contract that may be awarded to me in the next one year and in terms of the condition in Clause 33 of the PGVCL tender and contract for work.

I, _____ residing at _____ by this Bond bind myself responsible for and shall pay compensation to my workmen payable under the workmen's compensation Act-1923 (viii of 1923) hereinafter called the said Act for death or injuries caused to the workmen engaged by this presents, if such compensation is paid by the PGVCL as principal under such Sub-Section)1) of Section 12 of the said Act on behalf of me, to pay such amount of compensation on demand within 48 hours to the PGVCL that it might have to send as legal and other incidental charges in defending any suit or action arising out of the death of injuries in regard to compensation paid to the workmen or heir of the deceased workmen.

For the condition of the said written bond is such as a suit or action arising out of the death on injuries to the workmen engaged by me. During the execution of the work of said contract and all future contracts that may be awarded to me in the next one year is filed by the worker against the PGVCL.

I, _____ shall reimburse to the PGVCL such sum that the PGVCL is required to the spend as legal and other incidental charges in defending such suit or action and also the amount that may be ordered to be paid to the worker/or his heir as compensation and that the above written bind shall remain in full force and virtue till the PGVCL is required to defend such suit or action filed by the workers and or heirs against the PGVCL.

Signature of the Executant

Witnesses:-

(1) _____

(2) _____

Signature of Tenderer

Company's Round Seal

Date:

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SCHEDULE 'B'

A. Technical Bid:

Technical Bid should contain in sealed cover:

1. QUALIFYING REQUIREMENT FROM BIDDER:

- I. The bidder should have an experience of such type of metering utility (Electrical/ Telecommunications/Gas/ Water meter reading work) with HHE billing work/PDA-Blue tooth Printer in any Government / Semi government / reputed private firm, for at least 50,000 consumers per month/ 1,00,000 consumers in bi-monthly billing (in a single financial year) for at least one year or more. The bidder has to produce the experience certificate of satisfactory completion of order from the firm along with copy of the work order. The experience certificate must be signed by the order issuing authority or one rank below the order issuing authority whose orders are enclosed with the tender as supporting evidence of successful completion of work. The bidder should not be black listed / ceased by any subsidiary company of G.U.V.N.L and by any government, semi-government PSU.
- II. The bidder should have annual turnover of at least Rs.10.00 Lacs in a single financial year for past two consecutive years.

B. Price Bid:

The price bid should be compulsorily filled in on-line only, technical bid covers (EMD+ tender fee cover, technical bid sealed cover) should be put in to main cover and is to be posted by RPAD/ Speed Post only. Late tender and conditional offer will be liable for rejection.

TERMS AND CONDITIONS:

The tender should thoroughly read all the following clauses before submitting their tender. The original copy of the commercial terms and conditions duly signed, stamped with company's seal must be submitted along with the bid.

1. PRICE EVALUATION:

No price preference shall be given on any account. All tenders will be evaluated on firm price end cost basis i.e .Including as per prevailing GST, unless otherwise mentioned in the tender documents. The parties however will have to give the detailed break-up of the end cost. If more than one party is to be considered for placement of order, they will have to match their end cost with L-1 end cost, which is technically acceptable. If PGVCL feels that there is a lack of serious competition or any other reasons, PGVCL may negotiate with the L-1 party or re-invite the tender. PGVCL's decision shall be final and binding on all the parties.

Signature of Tenderer

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2. VALIDITIES OF THE OFFERS:

The offer will have to be kept valid for a period of 120 days from the date of opening of the tenderer technical bids. In case of finalization of the tender is likely to be delayed, will be asked to extend the same without change in the prices or any terms and condition of the offer. In any change is made, original or during the extended validity period, the offer will be liable for out rejection without entering in to further correspondence in this regard and no reference will also be made.

3. PAYMENT TERMS:

Payment will be done on monthly basis. You will have to submit bill at the end of a month for work carried out during the month. Bill will be checked by Dy. Engineer of concerned sub-division processed for payment as per procedure of P.G.V.C.L. Payment will be made within thirty days of receipt of the bill duly certified by Dy. Engineer concerned S/Dn. from concerned division office.

4. PENALTY:

1. Penalty will be charged for delay in billing Program as under:

(a) Any early/ delays beyond two days in billing program will be penalized.

(b) Penalty will be calculated based on assessment of the consumers for which billing is delayed beyond two days and calculated by formula as under:

$$\text{Penalty} = 0.01 \times \text{Delay in Days} \times \{\text{Assessment of the consumers affected}\}$$

As per example: If one consumer of billing is delayed by five days and the assessment of the consumer is about Rs. 4000/-, the penalty will be as under:

$$\text{Penalty} = 0.01 \times 3 \text{ Days (Five Days – Two Days)} \times 4000/-$$

$$= \text{Rs. } 120/-$$

For any abnormalities/issues in billing agency has to inform immediately in writing the reasons which may be responsible for Delay billing from either side, The concern SE and AO-R will take proper decision in the case of penalty with due justification for which records to be maintain.

2. Any irregularities observed in billing by your representative will be treated seriously.

All such incidences will be dealt as under:

- I. Any irregularities (Incorrect calculation billing / incorrect rate application not to serve the spot billing at the site etc.) observed in bills issued by a representative / employee will be treated seriously. In case of such irregularities penalties are
- Two times of correct bill amount for any irregularities

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- II. Any irregularities (Less billing / Bill prepared in lock or zero reading without reaching to consumer destination or meter / bill not prepared at site/ bill is prepared in locked status / Zero unit without visit of the site etc.) observed in bills issued by a representative / employee will be treated seriously. In case of such irregularities if detected with proof by PGVCL staff. In case of such irregularities penalties are

- Two times of correct bill amount for any irregularities

Normal to faulty or from faulty to normal, it must be permitted/granted by Deputy Engineer of concern SDO. If such irregularities resulting in highest penalty is reported repeatedly for three months during the period of order, the work order is liable to be terminated and stop dealing notice by PGVCL may be issued for two years.

- III. If any authorized representative / employee of agency is involved in conniving with the consumers / indulged in mal-practice of any kind, penalty of Rs. 3,00,000/- will be levied for each such case as a token of penalty. The above penalty is over and above the losses to the PGVCL if assessment is not paid by consumer, which is to be recovered from the concerned agency and legal action will be taken.

5. POST TENDER CORRESPONDANCE/ENQUIRIES:

Any correspondence or enquiry subsequent to opening of technical and commercial bids is not desirable, if the same is indulging in to, it will be considered for disqualifying the tender. The tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any officer of PGVCL, as otherwise the same would also amount to disqualification of the tender.

6. SECURITY DEPOSIT:

Security Deposit will have to be paid by successful bidder 5% (Five percent) of the total contract price within 7 days after receipt of LOA at PGVCL, Circle Office, Morbi. The amount will be paid in cash / DD or bank guarantee. The bank guarantee of nationalized bank shall be valid up to 120 days after the completion of the entire contract work period.

7. IMMEDIATE IMPLEMENTATION OF TARIFF / DATA FORMATE :

Any changes in the bill, required by officer-in-charge of concerned sub division/Division/circle/corporate office, like Tariff/Tax/Duty/Fuel charge, detail format of consumer etc. should be done on priority basis, and on bidder cost. Delay in billing will be liable for penalty.

8. COMPLIANCE OF LAW:

The successful bidder will certify that he has complied with provision of industrial & labor Laws including PF Act; ESI Act etc. may be applicable. **Party must produce all relevant documents / records to be asked by PGVCL at any stage.**

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9. VARIATION IN THE SCOPE OF WORK:

The scope of work can be increased or decreased by 25% during the execution or otherwise on the prorated basis by the Executive Engineer of Division Office.

10. FORCE MAJEURE:

Force majeure means any circumstances beyond the human control including:

- (a) War and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo.
- (b) Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive nuclear assembly or nuclear components thereof.
- (c) Rebellion, revolution, insurrection, military or usurped power and civil war;
- (d) Riot, commotion or disorder, except where solely restricted to employees of the bidder.
- (e) Neither party shall be considered to be in default nor in breach of his obligation under the contract to the extent is that performance of such obligations prevented by any circumstances of force majeure that arise after the date of the notification of a ward.
- (f) If either party considers that any circumstances of force Majeure have occurred which may affect performance of his obligations he shall promptly notify the other party.
- (g) Upon the occurrence of any circumstances of force Majeure the bidder shall endeavor to continue to perform his obligations under the contract so far as reasonably practicable. The bidder shall notify the Engineer-In-Charge of the steps he proposes to take, including any reasonable alternative means for performance, which is not prevented by force Majeure. The bidder shall not take any such steps unless directed to do so by the Engineer-In-Charge.
- (h) If circumstances of force Majeure have occurred and shall continue for a period of 180 days, notwithstanding, the bidder may be reason thereof, having granted an extension of time for completion of the works, either party shall be entitled to serve upon the other, 30 days notice to terminate the contract. If at the expiry of the period of 30 days force Majeure shall still continue, the contract shall terminate.

11. PARTY'S DEFAULT:

- (a) If the bidder is not executing the works in accordance with the contract or is neglecting to perform his obligations, there under, as seriously, to affect the program for carrying out of the works, the Engineer-In-Charge may give notice to the bidder requiring him to make good such failure or neglected.
- (b) If the bidder:
 - (i) has failed to comply within a reasonable time.
 - (ii) Assigns the contract or subcontracts the whole of the works without the Engineer-In-Charge's written consent, or

Signature of Tenderer

Company's Round Seal

Date:

Place:



PASCHIM GUJARAT VIJ COMPANY LIMITED

CIRCLE OFFICE, MORBI

Old power house compound, Nr. Natraj Hotel, Sama Kanthe, Morbi-363642

Ph: 02822 243401,242290-91-92-93, Email: semrb.pgvccl@gmail.com, Web: www.pgvccl.com

CIN No: U40102GJ2003SGC042908



- (iii) Becomes bankrupt, insolvent has a receiving order made against him or compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors or goes into liquidation.
- (c) The employer shall, as soon as possible after such termination, certify the Value of the works and all sums then due to bidder as at the date of terminal.
- (d) The Engineer-in-Charge shall not be liable to make any further payment to the bidder until the works have been completed. When the works are so complete, the employer shall be entitled to recover from the bidder the extra cost, if any, of completing the work allowing for any sum due to the bidder. If there is no such extra cost the Engineer-In-Charge shall pay any balance due to the bidder.
- (e) The bidder's liabilities shall immediately cease when the employer expels him from the site without prejudice to any liabilities there under that may have already occurred.
- (f) The bidder is fails to complete the billing cycle, as schedule given by PGVCL, for more than 10 days repeatedly (more than three times in a span of one year) is liable for termination of complete work order by the Engineer-in-charge and the bidder shall be put in to "No deal with PGVCL" for period of minimum 18 months from the date of order of no deal.
- (g) If the bidder is not able to complete the work order / part of the work order due to any reason and the work order is forced to close pre-maturely, the Engineer-in-charge will submit the proposal and recommend to put the bidder in "No deal with PGVCL" for period of minimum 36 months from the date of stop dealing order.
- (h) Bidder has to ensure require PDA/Blue Tooth Printer for timely billing and also ensure spare considering damages, repair. So, billing cannot be a affected due to lack of devices.

12.SETTLEMENT OF DISPUTES:

- (a) Any disputes or differences arising out of or in connection with the contract shall, to the Extent possible, settled amicably between the parties.
- (b) If any dispute or difference of any kind whatsoever shall arise between the Employer And the bidder, arising out of the contract for the performance of the works whether during the progress for the work or after its completion or whether before or after the termination, abandonment or breach of the contract, it shall, in the first place, be referred to and settled by the empowered officer to be appointed by the Employer, who within a period of Thirty (30) days after being requested by either party to do so, shall give written notice of his decision to the Employer and the bidder.
- (c) Unless as hereinafter provided, such decision in respect of any matter so referred shall be final and binding upon the parties until the completion of the works and shall forthwith be given effect to by the bidder who shall proceed with the works with all due diligence, whether he or the Engineer-In-charge required arbitration as hereinafter is provided or not.

Signature of Tenderer

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- (d) If after the empowered officer has given written notice of his decision to the parties, and no claim to arbitration has been communicated to him by either party within thirty (30) days from the receipt of such notice, the said decision shall become final and binding on the parties.
- (e) In the event of the empowered officer failing to notify his decision as aforesaid within thirty (30) days after being requested aforesaid, or in the event of either the owner or the bidder being dissatisfied with any such decision, or within thirty (30) days after the expiry of the first mentioned period of Thirty (30) days, as the case may be, either party may require that the matter in dispute be referred to arbitration as here in after provided.
- (f) All of the above conditions are subject to MORBI jurisdiction only.
- (g) Bidder may provide any difficulties immediately in writing as to justify the any abnormality in billing etc. and to have proper resolution of dispute.

13. INSURANCE :

The bidder shall insure against liability to third parties for any death or personal injury and loss of or damage to any physical property including the property of the Employer other than the works arising out of the performance of the contract and occurring before the issue of the last defect liability certificate. Such insurance shall be effected before the bidder begins any work on the site. PGVCL is not at all responsible for any type of claim of the bidder or his employee etc.

Copy of policy must be submitted to concern division before starting works. It should be in force up to contract.

14. ARBITRATION_:

All matters, question, dispute s, difference s and / or claims arising out of and / or concerning and / or in connection and / or in consequences or relating to this contract whether or not obligation of either of both parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed, shall be referred to the mutually agreed arbitrator under Indian Arbitration Act 1996. The award of the arbitrator shall be final and binding on the parties to this contract.

15. AGREEMENT AND BOND:

As per company's rule an agreement on stamp paper of appropriate value is to be done in the prescribed form after the receipt of LOA within 15 days. The conditions, specifications, price-schedule and contract work booklet are to be signed by the bidder. The agreement will be done by Superintending Engineer, Circle Office, Morbi behalf of PGVCL. You have to execute bond of value as per norms.

Signature of Tenderer

Company's Round Seal

Date:

Place:



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16. SUBMISSION OF BILLS:

You should have to submit the bills regularly in triplicate along with relevant documents wherever applicable, to the Executive Engineer, PGVCL, Division Office, Morbi, concern through respective of sub-division office. If you are late or not submitting the bills within time limit, PGVCL is not responsible for late OR non-payment of the bills.

17. TIME LIMIT:

You have to complete the work of meter reading with PDA and Blue Tooth Printer and spot billing of consumers of various sub-division of Division office, Morbi of PGVCL, Circle Office, Morbi as per the program given by Dy. Engineer concerned S/Dn. However, detailed time schedule has to be submitted and decided in advance in consultation with concern sub-division office before starting of the work. Every monthly billing cycle should be completed with 10 days and bimonthly billing cycle in 20 days without considering the strength of consumers of respective cycle. The penalty clause will be applicable as per the clause No.4, if the schedule is not maintained.

18. JURISDICTION :

All tenders / offers, dispute or difference arising under, but of, or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of the court, with in whose jurisdiction the acceptance of tender is issued, i.e. Morbi only.

19. CONDITION OF CONTRACT :

All conditions of contract enumerated in Tender Form, Booklet of PGVCL for works, technical Specification in Tender Set any further terms and condition mutually agreed upon will form part of this contract.

20. TIME SHEDULE:

The commencement period is given for 30 days in a phased manner, which start from the date of issue of this order, in which the initial work like recruitment of staff and training, survey of site, arrangement of office, making list of consumer, development and approval of the software, testing of PDA/Blue Tooth Printer etc. to be done. All the sub-divisions allotted will be covered within period of 90 days from the date of issue of order. If bidder is failed to start the work with in specified commencement period, bidder has to submit written submission with genuine reason for extension not more then 15 days & if bidder cannot start the work in extended period, the work order will be terminated immediately and bidder has to pay the penalty and legal action will be taken as per terms of work order. The initial work order will be given for twelve months after commencement period. The order can be extended for further twelve month, on the basis of performance from the field offices or concern Executive Engineer. If the tender is gone in favor of the present working spot billing agency, he has to start all spot billing work immediately.

Signature of Tenderer

Company's Round Seal

Date:

Place:



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21. ACCIDENT:

You shall be liable for and shall indemnify PGVCL against all loses, expenses, or claims arising in connection with the death or injury to any person employed by you of owner for this work, unless caused by any acts or default of the employ. You shall be liable for and shall indemnify the contractor against all losses, expenses or claims arising in connection there with PGVCL is not at all responsible for any type of claim etc.

22. LEVY OF GOVERNMENT TAXES :

The taxes applicable to this order viz. Income Tax/**GST and other tax if any time to time** will be recovered from your all bills at such rates as may be prevailing at the time of passing the bills. All the statutory variations will be abide to tenderer, provided the work carried out within stipulated time.

23. GENERAL:

The company reserves the right to carry out meter reading in the event of emergency or otherwise. Unless otherwise specified, you shall abide by all the specifications and terms and conditions of the tender documents. None of the conditions stated in your officer or subsequent letter shall be deemed to be accepted, unless specifically stated herein.

- 24.** The Superintending Engineer, Circle Office, Morbi is reserve the rights to reject / accept any tender without giving any reason.

: LIST OF DOCUMENTS MUST BE ATTACHED WITH TECHINCAL BID :

- 1. Attested copy of "PAN CARD"**
- 2. Attested copy of P.F. & E.S.I. certificate.**
- 3. Attested copy of Service Tax Registration No.**
- 4. Experience certificate (as per clause no. A(1)(I)) of schedule "B"**
- 5. The original copy of the tender duly signed, stamped with company's seal must be submitted along with the bid.**
- 6. Tender Fees & E.M.D. original Demand Draft in favour of PGVCL, Circle Office, Morbi**
- 7. Audited Copy of last two years P&L and Balance sheet (as per clause no.A (1)(II) of schedule "B"**
- 8. Samples of print outs form by **PDA/Blue tooth printer**, if any work**
- 9. Partnership deed / MOA**
- 10. Certificate of the person who will represent on behalf of the tenderer firm.**

Note : Technical bid without any document out of above will be rejected as well as disqualify for competition and their's "Price Bid" will not be opened.

--S/D--

**Superintending Engineer
PGVCL, Circle Office, Morbi**

Signature of Tenderer

Company's Round Seal

Date:

Place:



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ANNEXURE – “ A ”

-: Guidelines for the Spot Billing through GPRS System:-

1. Decide meter-reading program with Spot Billing Agency. The meter readers of Spot Billing Agency is required to be rotated in same Sub Division office each and every month. No any area should be repeated for at least last three billings or actual no of billings in multiple of Meter Readers. It is the Spot Billing Agency's responsibility to collect the Bill Books on daily basis.
2. At the time of collecting data and bill books, details of pre-arranged power shutdowns should be inquired and if requires rescheduling of reading for Digital meters may be arranged jointly with Sub Division office. The details of updated meter change entry, list of PDC Consumers (with last reading of meter removal) etc should be collected at the time of collecting data in HHE & bill books daily. If once consumer declared PDC and bill served as PDC on the basis of list provided by sub-division found repeatedly in next billing i.e. master not updated as PDC and bill found printed, it has to be informed to the higher office by Spot Billing Agency.
3. Spot Billing Agency verifies consumer number and staple the bill HHD calculated bill to the regular bill being served to the consumers.
4. If the meter reading is clearly visible and previous meter status is not "F" then meter Status "Normal" should be given and bill should be prepared after entering the current reading from the meter. Also it should be noted that the meter identity should be same as in the preprinted bill. (i.e. Meter has not been changed)
5. If the meter is seen but the reading of the meter is not visible by any means the Meter Status "F" should be given and bill should be prepared on the basis of average. Any type of new "F" status in billing should create after consulting with respective sub division in advance.
6. Incase of the Meter is previously declared Faulty and at the time of billing again the meter found "F" than bill should be prepared based on average.
7. If the meter is in the locked premises then second attempt of meter reading should be carried out after minimum duration of the One Hour and another on next day. If on next day premises found locked then the Meter status "L" is given and there after the bill should be prepared and handed over or / dropped into the consumer premises. Every working day supervisor of the spot billing agency should remain present at sub division from 5 P.M. to 6 P.M. in for solution of consumer grievances.

Signature of Tenderer

Company's Round Seal

Date:

Place:



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8. Bills have to be delivered to the consumers/consumer's representative at the place of Meter and no delivery of bills to other premises should be done.
9. At the end of the day, Spot Billing Agency must bring the data of PDA to the sub-division and sub-division upload the data on PC be transfer and if requires, prepare and print the daily report in absence of second copy of calculated bill issued to consumer by meter reader or view consumer's bill using software provided by Sport Billing Agency only.
10. Sub-division has to prepare/maintained the control register in below mentioned format on daily basis for the respective cycle.

11.

Bill Date	MR No.	Book No	No. of bills received	No. of bills issued to consumers	Bill amount	No. of Bills not prepared
1	2	3	4	5	6	7
No. of G 41 Records			No. of G11 Records		Recorded / signed by Sub Division office & Spot Billing Agency	
8			9		10	

12. For tiny issues, one representative of Spot Billing Agency should be provided at the H.Q. of Sub Division office so that sub division office can communicate with that representative directly. In spite of request/force etc. from the consumer, Spot Billing Agency do not have to provide any support to the consumer. The consumer may be informed to contact concerned sub-division office only. In the same way, sub division offices will not send any consumer to the Spot Billing Agency.
13. Spot Billing Agency has no authority to modify / alteration in the Bill prepared from the Machine. In the same way, the sub-division office should not insist to the Spot Billing Agency to modify/alter the bill. Hence the sub-division office will rectify the bill and pass the necessary adjustments if required and deemed fit.
14. It should be advised to Spot Billing Agencies not to change the Meter Status "D" and "U" and hence billing should be carried out after inputting the same respectively. This Meter Status has to be changed by the S/Division office.

Signature of Tenderer

Company's Round Seal

Date:

Place:



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15. If any Consumers' Premises not found or Meter Not found in the Premises of the Consumer during reading cycle then the same should be reported to the S/Division in the form of "Activity Report" after the completion of the Billing Cycle.
16. In case of open / loose wiring / Short circuited wires near the Meter or in the path of Meter Reading, the same has to be immediately informed to the S/Division Office in writing by Spot Billing Agency.
17. The work of Spot billing is limited to taking Meter Reading, preparing of bills and providing other details as per original order. Also following details are to be provided in form of activity report in excel sheet.

- ⇒ MMB not found.
- ⇒ MMB Seal not found.
- ⇒ MMB Seal broken.
- ⇒ Meter Terminal cover not found.
- ⇒ Meter Terminal Cover seal not found.
- ⇒ Meter Glass tempered- broken.
- ⇒ Meter Body Seal broken.
- ⇒ Meter Burnt.
- ⇒ Meter fixed without MMB
- ⇒ Electro Mechanical meter found at site.
- ⇒ Meter Digit not Clear/visible.
- ⇒ Meters dial not rotating.
- ⇒ Meter Reading figures upset.
- ⇒ Meter damaged.
- ⇒ Meter on height.
- ⇒ Tariff applied is not proper.
- ⇒ M.D. Overshoot.
- ⇒ Direct supply.
- ⇒ Meter found on site but bill not generated.
- ⇒ Bill generated but Meter not found on site.
- ⇒ Joint found in Service line/Service line taping with Meter bypassed.
- ⇒ Meter Down in box
- ⇒ Meter Inside
- ⇒ Round Over
- ⇒ Old Meter
- ⇒ Meter Mismatch
- ⇒ Normal Reading

Signature of Tenderer

Company's Round Seal

Date:

Place:



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18. Route code, Change in Address Line, Meter Number and other details if required to be corrected. It should be informed to Sub Division office by Spot Billing Agency in writing for master modification after completion of the daily Billing in form of Input File and if deem fit to Sub Division office, they will correct the master.
19. For Change in the Spot Billing Guidelines, Morbi circle office AFFIRMATIVE CONFIRMATION IS REQUIRED.
20. The Bills served at site by Spot Billing Agencies should be cleared within stipulated period specified in the order.

--S/D--

**Superintending Engineer
PGVCL, Circle Office, Morbi**

Signature of Tenderer

Company's Round Seal

Date:

Place:



PASCHIM GUJARAT VIJ COMPANY LIMITED

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CIN No: U40102GJ2003SGC042908



ANNEXURE – “ B “

BIO DATA OF STAFF MEMBER FOR METER READING.

(Minimum educational qualification is 12th pass)

Passport
Size
Photograph

NAME :

DATE OF BIRTH :

PRESENT ADDRESS :

PERMANENT ADDRESS :

EDUCATIONAL
QUALIFICATION :

EXPERIENCE :

AGE LIMIT :

Encl: The certified copy of the educational & experience certificate.

Signature with seal of employer

Signature of Employee.

Signature with seal of
CIRCLE / DIVISION AUTHORITY

Signature of Tenderer

Company's Round Seal

Date:

Place:



PASCHIM GUJARAT VIJ COMPANY LIMITED

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CIN No: U40102GJ2003SGC042908



E-TENDER NO.

IMPORTANT

1

All the relevant documents as per requirement of the Tender also to be submitted physically along with the Tender Fee & EMD cover in sealed cover on OR before due date and time . All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained.

2

Any deviation found in Data / Details / Documents between on line offer (e-tendering) and physically submitted documents (Tender document fee, EMD, Vender Registration, Technical and commercial documents etc.) of bidder, offer of the same bidder will not be considered and no any further communication in the matter will be entertained.

3.

Further bidders are requested to submit price – bid (Schedule – A) on-line only and not to submit the price bid in physical form. This is mandatory. If price bid is submitted in physical form, same will not be opened and only on-line submitted price bid will be considered for evaluation.

It is mandatory for all the bidders to submit their tender documents by viz. on – line (e – tendering) or physically(mandatory) in schedule time. If tender documents submitted in only on line, in that case the same tender will not be considered, physical submission is compulsory. Any discrepancy arises between online and physical data, online data should be considered for evaluation.

Any technical questions, information and clarifications that may be required pertaining to this enquiry should be referred to THE SUPERINTENDING ENGINEER, PACHIM GUJARAT VIJ COMPANY LTD., CIRCLE OFFICE MORBI, OLD POWER HOUSE COMPOUND, VEGETABLE ROAD, MORBI. – 363 642.

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

Thanking You

--S/D--

**Superintending Engineer
PGVCL, Circle Office, Morbi**

Signature of Tenderer

Company's Round Seal

Date:

Place:



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CIN No: U40102GJ2003SGC042908



E- TENDER NO.

Download Tender Documents in (PDF Format) which consists of:

Part – I :- Commercial Terms & Conditions, Schedule “A”

Part - II:- Technical Specifications , Schedule “B”

To view the PDF file please use “Acrobat Reader” software which can be downloaded from “Adobe” website

NOTE:

In case bidder needs any clarification or if training is required for participating in online tender, they can contact the following office:

(n) Procure Cell

**(n) code solutions-A division of GNFC Ltd.,
403, GNFC Infotower, S.G. Road, Bodakdev
Ahmedabad – 380054 (Gujarat)**

Toll Free: 1-800-233-1010 (Ext. 501, 512, 516 , 517 , 525)

Phone No. 079-26857315 / 316 / 317

Fax: 079-26857321 / 40007533

Email: nproucre@gnvfc.net

Other Terms & Conditions as per detailed tender document

Signature of Tenderer

Company’s Round Seal

Date:

Place: