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SPECIAL NOTE FOR CONTRACTOR

Note-1:- Bidder can not quote the rates lower than the current minimum wages as specified below:

The minimum wages calculation for one Worker (Person) should be calculated considering (i) Basic daily minimum wage of zone-1 as per attached latest Government Resolution in addition with (ii) Dearness allowance for zone-1 as per attached latest Government Resolution in addition (iii) EPF at the rate of 13% on sum of above (i) & (ii) in addition with (iv) ESIS of 3.25% on sum of above (i) & (ii)

(v) Bonus at rate of 8.33% on sum of above (i) & (ii)

The final minimum wage will be considered with 18% of GST on sum of above (i) & (ii)

Note-1:- No contractor profit (CP) will be considered and no GST on C.P. will be considered for calculating minimum wage rate.

Note-2:- Even if rates are quoted lower than amount derived under special Note-1 Contractor's bid will be considered non responsive and out rightly rejected.

Note-3:- Labour cess is not considered in the estimate and will not be deducted from bills.

Dated Signature of the Contractor.

Executive Engineer,
Capital Project Division No.3,
Gandhinagar.

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SPECIAL CONDITION

I. Operation and Maintenance Work:

1. Agency and his workers/ supervisor's has to maintain log sheet for each day on hourly basis of each pumping station & submit to the concerned officers of the government & also maintain the log sheet of pumping machinery, electric energy consumption, voltmeter, ampere meter, reading as directed by Engineer in charge.
2. Necessary records of maintenance, operation & log sheet will be maintained as per advice of Department officers by the agency regularly.
3. Materials like spare parts, oil lubricants & other facilities like furniture for minimum requirement, water etc. will be provided by deptt. are free of cost no, other facilities will be provided by deptt. No, extra cost will be given by dept.
4. Liaison work with deptt. Officer will be done by the agency as & when required. The contractor will remain present when called for attending meeting & during the site visit of Govt. officers.
5. The scope also includes overhauling of A.T.S. starter, maintenance, replacement of parts will be done by the agency from time to time.
6. Deptt. will not supply any tools & tackles at operating site required for repairing & routines operation & maintenance work bucket, ropes, caps, hand gloves, gas marks, rain coats, torch, cotton waste etc. required in the work & to be provided to the staff arranged by the agency. The measuring equipments like meter, Multi meter, crippling tools, clip on meter for testing

of electrical equipments & components will also arranged by the contractor & kept ready at site at any time for inspection on checking.

7. The scope also includes to provide the necessary tools & tackles for excavation & refilling. The agency has to maintain the quantity for said tools & tackles for entire contract period.
8. All Housekeeping work within the premises of house like sweeping & keeping the premise neat and clean shall be done by the agency at his risk & cost.
9. If any modification is required for better operation necessary technical advice shall be given by the contractor.
10. Contractor has to make necessary complain to Torrent Power Co. Authority regarding interruption. Short supply failure of power under intimation to the Engineer in charge.
11. In general, all necessary operation & routine preventive maintenance & specifies pumping machineries street lights, filter plant will be done by the agency round the clock in three shift of 8 (Eight) hours.
12. The contractor is responsible for maintaining the register of pump. Street light in which day to day reading of electricity consumption, working hours of pump etc. to be maintained the contractor should pay wages to the staff engaged as per minimum labour act & maintain the records. Daily report is to be sent to Deputy Executive Engineer for work done separately for underground sump. Pumping station & filter plant. HT/LT equipment. No payment will be made in case when pumps become out of order due to mechanical / electrical faults & the same should be reported to Engineer in charge who will report to Executive Engineer, Capital Project Division No.3,

Gandhinagar & the same shall be got repaired as soon as possible. If the failure of the machine is found due to carelessness of staff engaged by the contractor the cost of repairing such pumps will be recovered from the contractor. The charges shall be decided by the Executive Engineer, Capital Project Division No.3, Gandhinagar. The contractor has to be run all pumping machineries. Street light as per the requirements given by Deptt. at the time as per Directions of Engineer in charge.

2. STATUS OF CONTRACTOR:

The operation & maintenance of pumping machinery street light & pipe line will be done by official manner & cover the points mentioned above in general. All other work not specified particular mentioned in connection with the above work shall have to be done by the agency.

3 MODE OF PAYMENT:

Payment will be made per man days basis for an actual man power engaged during the month.

Procedure to pay wages to workers bill submission

- 1.0 The agency shall have to submit the presence cards attendance sheet of worker at the end every month
- 2.0 The agency is also responsible to give each days presence of workers in the presence card every evening upto 6.30 P.M. to work assistant and site S.O.
- 3.0 Agency shall have to submit all workers ESIC, EPF Act., Salary statement with Bank account number must be at the end every month without fail.
- 4.0 Measurements shall be recorded only after full fill of above all conditions.

5.0 Payment shall be done to agency after submission of all necessary document related to payment given to each and every labour by agency in the bank account of each workers. (Bank statement, EPF statement, ESIC statement)

6.0 For the payment purpose first of all contractor has to open an Escrow Account in the bank as soon as he receives the work order. After completion of one month he has to credit remuneration to each worker as per presence (Attendance) of individual workers and file statement of such payment schedule is to be submitted to the concern Deputy Executive Engineer Capital Project Sub Division No.10, Gandhinagar. Contractor has also deposit EPF and ESIC portion for workers and the statement for the same is to be submitted to Deputy Executive Engineer Capital Project Sub Division No.10, Gandhinagar. After full filling the details of wages deposited in account of individual worker and ESIC, EPF portion. The Deputy Executive Engineer Capital Project Sub Division No.10, Gandhinagar will submit bill to the Executive Engineer Capital Project Division No.3, Gandhinagar office propose of checking. Executive Engineer will make payment to the agency for that previous month, Failing to this procedure up to 10th day of the month payment of worker will made from agency's securities deposit, performance bond and if such incidence happens twice during the time limit The contract will be discontinued and procedure to fix new agency will be stalled.

7.0 Any increase in minimum wages act will be separately paid to contractor in from of excess if wages are revised by the labour department during the time limit of contract.

For the reimbursement of EPF and ESIC contractor has to produce proof of amount deposited for each workers EPF and ESIC account and after pre verification of such ESIC and EPF statement received online from concern department's website (or given in hard copy by ESIC or EPF department) amount will be reimbursement to the agency Government will paid or reimburse this payment as per bill and handling charges will also added as per tender.

4.

If the appropriate and persons are not provided by the agency as per tender quantity during the contract period than extra expenditure for engaging persons by department as per minimum wages or market rate whichever is higher, will be recovered from contractor's bill or security deposit.

5 **CONTRACT PERIOD:**

The contractor period for carrying out this work shall be for a period for Twelve months or availability of sanction staff which over is earlier, However performance will be reviewed at the end of every three months & if performance is not found satisfactorily deptt. has right to terminate the agreement without giving any notice & reasons.

6. **REPORTING TO:**

Contractor shall have report daily to the Deputy Executive Engineer or his authorized representative (Section officer or work assistant).

7. **DUTIES OF THE STAF ENGAGED BY THE AGENCY:**

1. DUTIES OF THE SUPERVISOR:-

Fully responsible for maintenance work.

- a. Qualification: Graduate or equivalent experience person.
- b. To install or to remove the machinery to undertake overhauling of machinery. Electric control panels, switch boards, etc. to keep in working condition at all time. The scope also includes power, overhauling & maintaining machinery etc. as and when required or as directed by Engineer in charge.

2. CHEMIST:

QUALIFICATION: B.SC. CHEMISTRY OR B.SC. MICROBIOLOGY.

Scope of work:-

Charedi head works, Sector No.14 to 30, Adivada, Fatepura, Palaj, Basan, Borij villages areas are covered under water supply. Required to collect water samples for checking chlorine and data recording in various sectors daily reports of chlorine checking have to be submitted to junior scientific assistant daily routing work to be plan as per instruction and guidance of junior scientific assistant.

Working shift:-

5.00 to 13.00 (7 days of week)

Payment:-

As per actual working days certified by junior scientific assistant.

3. DUTIES OF THE COMPUTER OPERATOR :

- Computer operator should have complete knowledge of M.S. Office., Excel,

Power Point and he should have minimum speed of 30 W.P.M. in English typing and 25 W.P.M. in Gujarati typing. Computer Operator should have attend his duty as and when required as per instruction of Engineer in charge.

4. DUTIES OF THE PUMP OPERATOR:

Fully responsible for maintenance work.

- a Qualification: I.T.I. passed in electrician trade or equivalent experience person.
- b To install or to remove the machinery to undertake overhauling of machinery. Electric control panels, switch boards, etc. to keep in working condition at all time. The scope also includes power, overhauling & maintaining machinery etc. as and when required or as directed by Engineer-in-charge.

5 DUTIES OF THE VALVE OPERATOR :

Valve operator must be more than 18 years age and having sound health. He should health. He should perform his duty as instructed by Engineer in charge.

6. DUTIES OF THE WIREMAN:

Fully responsible for maintenance work.

- a Qualification: I.T.I. passed in electrician trade or equivalent experience person.
- b To install or to remove the machinery to undertake overhauling of

machinery. Electric control panels, switch boards, etc. to keep in working condition at all time. The scope also includes power, overhauling & maintaining machinery etc. as and when required or as directed by Engineer-in-charge.

7. DUTIES OF THE XEROX MACHINE OPERATOR:-

Xerox m/c operator should have complete knowledge for operation of Xerox machine. He should keep the machine neat and clean. Operator should have attended his duty as and when required as per instruction of Engineer-in-charge.

8. DUTIES OF THE DRIVER:

Driver must possess valid heavy license & he possess sound health, clear eye site without any physical disability. Driver shall attend his duty as and when required as per instruction of Engineer in charge. He must have experience for a driving tractor with trolley, dumper, tipper, water tanker, jeep etc.

9. DUTIES OF THE PEON:

1. Duties of peon mentioned in 4.1 of special condition. To prevent theft, pilferage unauthorized collection of cash, gambling and mis-behaviors and other unusual and unlawful acts in the premises. Peon guests and serve them as instructed by the office staff.

2. He shall possess good listening, speaking and analytic skills. He shall be well mannered and well behaved with office staff

3. Education: At least 10th standard pass.

4. Peon shall remain present for atleast 8 (Eight) hours a day.

10. DUTIES OF THE ELECTRICIAN (PUMP OPERATOR):

Fully responsible for maintenance work.

- a. Qualification: I.T.I. passed in electrician trade or equivalent experience person.
- b. To install or to remove the machinery to undertake overhauling of machinery. Electric control panels, switch boards, etc. to keep in working condition at all time. The scope also includes power, overhauling & maintaining machinery etc. as and when required or as directed by Engineer in charge.

11. DUTIES OF BORE OPERATOR:-

Fully responsible for pump house & operation and maintenance of pumping / machinery & street light.

- a. Qualification: I.T.I. passed in wireman or equivalent experience person.
- b. To run the pumping machinery & check the oil level, panels and keep ready for operation as & when required.
- c. To record the pumping hour, volt meter, Ampere - meter, energy meter reading.
- d. To operate pumping machinery & street light as & when required & other work as mentioned above.
- e. Day to Day maintenance of starter, panels, street light, motor replacement of glands, oil grease valve etc. routine maintains.
- f. operator has to remain present at site when pumping machinery is in running condition & till reliever attends his duty.
- g. To submit the electric energy bills in time after verification with meter reading in office of the D.E.E. C.P. Sub Dn.No.10, Gandhinagar.

12. DUTIES OF THE STAF ENGAGED BY THE AGENCY:

1. DUTIES OF THE SECURITY GUARD:-

1. DUTIES:

To prevent theft, pilferage unāuthorized collection of cash, gambling and

mis-behaviors and other unusual and unlawful acts in the premises.

2 Qualification:-

Education: - 7th Std passed.

Height:- 1.60 mtrs

Weight: - minimum 50 kg.

Good Hearing and listening skill.

13. WORK ASSISTANT

Qualification: 12 th pass

Scope of work:-

Water supply C.I. pipe line maintenance and repairing work monitoring various site work to be carried out and assisting Engineer in charge.

Working shift:-

10.00 to 6.00 (8 eight hours.)

Payment:-

Payment will be made per man days basis for an actual man power engaged during the month.

14. DUTIES OF THE GARDNER:-

Gardner (Mali) are responsible for the care of gardens/parks. They plant and care for trees, shrubs, flower beds and lawns, and may also look after other open spaces, such as sports fields, roadside verges, and the garden areas surrounding buildings. They carry out general maintenance of these areas, which may involve laying turf, cutting grass, trimming hedges, and keeping specific areas tidy and free of weeds. They may construct fencing, lay pathways and reticulation, and may even carry out concreting or brickwork. The Gardner (Mali) so deployed should have the knowledge of grooming period of plants.

1. For Security Service:-

1. The contractor shall take all steps to prevent theft, pilferage unauthorized collection of cash, gambling and mis-behaviors and other unusual and unlawful acts in the premises.
2. The Contractor shall be responsible to make timely report of any accident concerning security like theft, gambling, alcoholic drinking and any other unusual and unlawful acts to Engineer-in-charge.
3. The security services are required round the clock and shift (8 hrs per guard) of duties may be worked out accordingly by the contractor. The contractor shall also be responsible to allot the duties and supervision of the activities of its personnel. He shall also be responsible to ensure the strict discipline of the personnel working under him while on duty or otherwise within the campus premises.
4. The contractor shall also provide its entire staff with the appropriate uniforms, torches, whistle etc and meet with any other requirement incidental to the performance of the duties at his own cost. The contractor shall also ensure that these personnel while on duty wear the uniforms regularly.

Dated Signature of the Contractor.

Executive Engineer,
Capital Project Division No.3
Gandhinagar.

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Name of work: - Providing necessary Man power for operation and maintenance of Charedi Head works for water supply in G.T.S. (Pump Operator/ Valve Operator/ Security Guard)

GENERAL CONDITION

Tenderer shall read very carefully & take note of following conditions.

1. Successfully bidder shall have to made an agreement in prescribed form with the department.
2. The bidder shall himself well acquainted with the job requirement, site condition etc.
3. Contractor shall while entering into agreement shall produce the labour license certificate of his establishment with the competent authority.
4. As per prevailing GST/ income tax rules I Tax, surcharge and Edu. cess of bill value shall be deducted at source as per I.T. rules for which for necessary certificate shall be released by the Executive Engineer.
5. The contractor shall be liable to pay the GST tax to the concerned authority at the rate prevailing during contract period.
6. Contractor would be responsible to make payment of insurance charges for the persons working for operating & maintenance of W/s. scheme. No Extra payment would be made for the same.

7. The tender fees, E.M.D. etc. payable to deptt. By the bidder by in the form of D.D. or FDR shall be drawn in favor of Executive, Capital Project Division No.3, Gandhinagar.
8. Contractor has to mention their regional provident fund number.
9. The rates quoted by the agency should remain in force through out the contract period i.e. for the period of **6 Months**. No. price escalation will be given on any account.
10. The guards engaged by the contractor should be of sound health and free from contagious diseases. The persons shall not be involved in any criminal activities. The persons engaged on work should have their identity card certified by the contractor under his signature.
11. Rates quoted by the contractor shall be inclusive of all taxes & duties.
12. Staff of contractor should cover under suitable insurance scheme at his own cost.
13. If due to any occurrence of any incident or accident the person engaged for the work get injured or died, the contractor shall be responsible for the eligible payment to the staffs and their legal inherits as per Laws & rules. The Government shall not be responsible for any payment due to such incident or accident.
14. The bidder has to take site visit & understand the scope of work before quoting & submitting the tender.

15. The bidder has to give the consent that they have already take the site Visit & understand the nature of work & agreed to do all kind of operation & maintenance.
16. The medical facilities, weekly off, safety equipment, over time etc. as per government labour act will be provided by the agency to the staff engaged for at the cost of contractor.
17. Agency has to engage staff as per Schedule - B but if more or less man days are required for work, the same shall be arranged by the agency.
18. An authorized and responsible representative of the contractor shall visit minimum twice in a week to review the arrangement and to take any corrective measures as man is necessary in consultation with Engineer-in-charge.
19. In case if the service has not found satisfactory, the contract can be terminated after giving seven days notice period.
20. The agency should paid salary as per minimum wages act and he must be produce the certificate for the same in every month.
21. The agency has to produce certificate of PAN no. for income tax registration number and Goods and service Tax (GST) registration number.
22. Monthly payment will be paid only after, the agency has to produce attendance register of completed month & bill for payment made to staff employed during the month in first week of next month in sub division office.

23 Department is not responsible for any court case occurred
due to minimum wages or any other matter during contract
period. Agency is fully responsible for the same.

24 Persons of the age below 18 years will not be employed by
the agency for this work.

25 Eligibility :-

As per Annexure-(PQ)

All above eligibility document as per above shall be
submitted in electronic format only through online. (By
Scanning) while uploading the Bid. And also original DD for
Tender fee, EMD and eligible documents (dully attested)
must be submitted by RPAD / Speed post upto within due
date to Executive Engineer, Capital Project Division No.3, "B"
Block Patnagar Yojna Bhavan Sector No.16, Gandhinagar.
Tender fee; EMD and other documents not uploaded in
electronic format (by Scanning) through on line the bid of
bidder shall be considered non responsive.

Dated Signature of the Contractor.

Executive Engineer,
Capital Project Division No.3,
Gandhinagar.