

**RAJKOT MUNICIPAL CORPORATION  
RAJKOT**



**WATER MANAGEMENT UNIT O&M CELL  
EAST- ZONE**

**Re-Tender (4th attempt)**

**E-Tender Id no:  
WMU O&M CELL/East Zone/2024-25**

**NAME OF WORK**

**PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE  
MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT  
SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT**

<b>Last date for e-tendering are as under</b>	
1. Downloading of e-Tender documents	Dt.21/11/2024 upto Dt.05/12/2024 to18:00 hr
2. Online submission of e - Tender	Dt.05/12/2024 up to 18:00 hr
3. Physical submission of EMD,Tender fee (All other documents i.e. Experience certificate, Registration Class Certificate, Electrical Contractor License etc. Should be Submitted Online Only.)	Up to Dt.11/12/2024 upto 18:00hr
4. Verification submitted documents (EMD, e - Tender fee, etc.) and opening of Technical Bid.	Dt.12/12/2024 at 10:30 hr. onwards
5. Opening of Price Bid (If possible)	Dt.13/12/2024 at 10:30 hr.onwards(If possible)
6. Bid Validity	120 days

**Add City Engineer  
Water Management Unit ,  
East Zone , Room No.12 ,  
Rajkot Municipal Corporation ,  
Shree Zaverchand Meghani Bhavan ,  
Bhavnagar road, Rajkot - 360 001.**

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**Name of Work : PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT**

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**RAJKOT MUNICIPAL CORPORATION**  
**Water Management Unit O & M Cell, East Zone**  
*Re-Tender Notice (4<sup>th</sup> Attempt)*

The e-tenders are invited with two-bid system by Add City Engineer, Water Management Unit O & M Cell, East Zone, Rajkot Municipal Corporation, Shree Zaverchand Meghani Bhavan, Bhavnagar road Rajkot - 360 001, from the experienced, & financially sound contractors possessing equipments and having trained technicians for the below mentioned work:

Sr No	Name of Work	Estimated Cost		1. EMD 2. Tender fee 3. Time limit of work
		Year	In Rupees	
01	PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT	1 <sup>st</sup>	15,52,543.41	1. 32,604.00 2. 1875.00 3. 02 Years
		2 <sup>nd</sup>	17,07,797.76	
		Total	32,60,341.17	

<b>Last date for e-tendering are as under</b>	
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4. Verification submitted documents (EMD, e - Tender fee, etc.) and opening of Technical Bid.	Dt.12/12/2024 at 10:30 hr. onwards
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6. Bid Validity	120 days

For further particular, visit us on (1) [www.tender.nprocure.com](http://www.tender.nprocure.com), (2) [www.rmc.gov.in](http://www.rmc.gov.in)

The e-Tender fee (Non Refundable) & bid security (EMD) will be accepted in form of Demand Draft in favor of "Rajkot Municipal Corporation" Rajkot, or NEFT/RTGS or Online Transfer (RMC Account Detail Given Below), from any Nationalize bank or as per bank list of latest GR of Finance Department.

RMC Account Details:-			
A/C No.:	015305010638	Bank Name:	ICICI BANK
IFSC Code:	ICIC0000153	BRANCH:	JAY HIND PRESS

The agency submitting the tender shall have to produce documentary evidence for full filling of pre-qualification criteria mentioned in the technical bid. Failing which bid of such agency shall be consider as Non-responsive & stands too cancelled

**The pre-qualification requirement is as under:**

(Average tender amount of 01 Year =16,30,170.00)

➤ **Financial Criteria:**

1. The bidder must have achieved a minimum annual turnover in any one year over the last seven financial year of the annual value of contract period.(i.e.Rs.16.30lakh)
2. Working capital must not be less than 25% of the tender amount. (i.e. Rs.4.07lakh)
  - Note: Enhancement factor will be applicable as per tender protocol.

➤ **Experience Criteria**

1. Bidder should have satisfactorily executed at least one work of similar nature (similar nature means- Municipal service like Water Pumping Station, STP, Drainage Pumping Station, Water Treatment Plant, Swimming pool, Pumping Station, Head Works, Electrical and Mechanical maintenance Rate Contract etc) of 40% (i.e.6.52 lac) of the 01 year tender amount of either Government or Semi-Government as a main contractor in period of last seven years.
2. The bidder / firm must have Electrical Contractor License and have registration in **E-1** Class or above with Electrical Division of any State Government / Central Government authority.
3. Joint Venture is not permitted.
4. GST No. to be submitted & it is applicable as per Govt. Norms

➤ **All the Original Document and Price & Tech Bid should be authorized sign & stamp on each page and submitted in electronic Format only through online by scanning and in the event of short falling of document No correspondence to Agency will be done and bid shall be consider as Non-responsive & stands too cancelled.)**

1. Registration certificate in Government (Elect. Dept.) In appropriate category.
2. Registration as Electrical Contractor.
3. Provident Fund registration certificate.
4. E.S.I. certificate.
5. Professional tax-Enrollment Certificates (EC) of Rajkot Municipal Corporation.
6. Professional tax-Registration Certificate (RC) of Rajkot Municipal Corporation.
7. PAN number registration.
8. Labor license under Contract labor act. (If Applicable)
9. The Chartered Accountant's audited financial report summary (showing working capital and turnover certificate ) for last seven years for financial strength of the bidder.
10. Experience certificates regarding this work issued by competent authority.
11. Power of Attorney authorizing the person for signing the Tender and attending pre-Bid meetings and give any clarification asked by department.
12. The agency should not be Black Listed / Terminated / Debarred or connected with firm black listed in any States, CPWD / MES / Railways or any Govt. Semi-Govt. Autonomous Body or Pvt. Body. Also no complaint is lodged against the Firm / Company, for which, agency will have to submit fresh Notarized Affidavit on stamp paper of Rs. 300 + Rs. 50 Notary ticket. (As per our prescribed format)

13. Circulars uploaded with Tender must be submitted in Self-attested copy.
14. GST No. to be submitted & it is applicable as per Govt. Norms.
15. Site visit & fully aware with nature of work confirmation letter.
16. Man power undertaking as per tender format.
17. Tender fee & EMD Should be send in original to the tender opening authority through RPAD within 07 days from last day of submission of bid.
18. Available bid capacity must be more than the tender amount which will be calculated as.

#### Available Bid Capacity

$$ABC=2*(A*N)-B$$

A=Maximum value of work executed in any one year during the last seven years taking into account the completed as well as works in

N=Number of years prescribed for completion of the works for which the tenders are invited.

B=Value (\*price level) of existing commitments and on-going work to be completed during the next N years.

- After opening of online Technical Bid, the procedure for the pre-qualification shall be adopted and the e-Price Bid of only successful qualified bidder shall be opened for final evaluation of the contract. The decision of Municipal Commissioner regarding the pre-qualification shall be final and binding to all the bidders.
- Conditional Tenders will be out rightly rejected.
- The agency shall also have to submit the documentary evidence for possessing the Electrical Contractor License, having registration of 'E-1' Class or above in Electrical Department in Government, along with all other required documents should be submitted in electronic Format only through online by scanning.
- All the documents should be submitted in electronic Format only through online by scanning except if EMD and Tender Fee are in Form of demand draft it must be submit in physical on or before last date & time by RPAD only to **Deputy Executive Engineer, Water Management Unit, East Zone, Room no.12, First floor, Zaverchand Meghani Bhavan ,Rajkot Municipal Corporation, Bhavnagar road, opp. Rajmoti Oil Mill ,Rajkot-360001.**
- The Tender of those bidder(s) those who fail to submit the required documents in electronic format through Online by scanning within given stipulated date and time will be treated as none responsive and their Price Bid will not be opened.
- Price bid & price must be submitting only by online n-procure procedure.
- Circulars uploaded with Tender must be submitted in attested copy.
- Commissioner, Rajkot Municipal Corporation, Rajkot, reserves the right to accept / reject any or all e-Tender(s) without assigning any reasons thereof.

**Add. City Engineer  
Water Management Unit  
Rajkot Municipal Corporation**

# RAJKOT MUNICIPAL CORPORATION

## WATER MANAGEMENT UNIT O&M CELL,EAST ZONE

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

Earnest Money : ₹ 32,604=00  
Tender Fee : ₹ 1875.00 (Non- Refundable)  
Name of contractor :  
Address & Tel.No. :  
Date of filling Tender :  
Witness :  
Occupation :  
Address :  
Time Limit of work : Two year

Details of Earnest Money (Bid Security):

Earnest Money Deposit (Bid Security) in favor of Commissioner, Rajkot Municipal Corporation, Rajkot, amounting to ₹\_\_\_\_\_ bearing No.\_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ Bank (Nationalized Bank).

Electrical License No. :  
Labor License No (Past Work). :  
Provident Fund No. :  
GST No :  
E.S.I.C No. :  
Registration Class :  
Professional tax Registrarion (EC&RC)No. :

Signature of Contractor with stamp

Assist. Engineer  
Rajkot Muni.Corporation

Dy.Ex. Engineer  
Rajkot Muni. Corporation

Add City Engineer  
Rajkot Muni. Corporation

**Qualification criteria to qualify for tender are as follow :**

(Average Tender amount of 01 Years =16,30,170.00)

➤ **Financial Criteria:**

1. The bidder must have achieved a minimum annual turnover in any one year over the last seven financial year of the annual value of contract period.(i.e.Rs.16.30lakh)
2. Working capital must not be less than 25% of the tender amount.(i.e.Rs.4.07lakh)  
Note: Enhancement factor will be applicable as per tender protocol.

➤ **Experience Criteria**

5. Bidder should have satisfactorily executed at least one work of similar nature (similar nature means- Municipal service like Water Pumping Station, STP, Drainage Pumping Station, Water Treatment Plant, Swimming pool, Pumping Station, Head Works, Electrical and Mechanical maintenance Rate Contract etc) of 40% (i.e.6.52lac) of the 01 year tender amount of either Government or Semi-Government as a main contractor in period of last seven years.
6. The bidder / firm must have Electrical Contractor License and have registration in **E-1** Class or above with Electrical Division of any State Government / Central Government authority.
7. Joint Venture is not permitted.
8. GST No. to be submitted & it is applicable as per Govt. Norms

➤ **Availability of tools, plant, & manpower.**

1. The agency should have adequate number of tools & plant along with adequate numbers of experienced staff carrying out the work.  
( Details of staff & tools with agency must be submitted in tech bid with physical certified certificate copy of the staff.)
2. joint venture is not permitted.

**(Note:- All the Original Document and Price & Tech Bid should be authorized sign & stamp on each page and submitted in electronic Format only through online by scanning and in the event of short falling of document No correspondence to Agency will be done and bid shall be consider as Non-responsive & stands too cancelled.)**

1. Registration certificate in Government (Elect. Dept.) In appropriate category.
2. Registration as Electrical Contractor.
3. Provident Fund registration certificate.
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5. Professional tax-Enrollment Certificates (EC) of Rajkot Municipal Corporation.
6. Professional tax-Registration Certificate (RC) of Rajkot Municipal Corporation.
7. PAN number registration.
8. Labor license under Contract labor act. (If Applicable)

9. The Chartered Accountant's audited financial report summary (showing working capital and turnover certificate ) for last seven years for financial strength of the bidder.
10. Experience certificates regarding this work issued by competent authority.
11. Power of Attorney authorizing the person for signing the Tender and attending pre-Bid meetings and give any clarification asked by department.
- 12. The agency should not be Black Listed / Terminated / Debarred or connected with firm black listed in any States, CPWD / MES / Railways or any Govt. Semi-Govt. Autonomous Body or Pvt. Body. Also no complaint is lodged against the Firm / Company, for which, agency will have to submit fresh Notarized Affidavit on stamp paper of Rs. 300 + Rs. 50 Notary ticket. (As per our prescribed format)**
13. Circulars uploaded with Tender must be submitted in Self-attested copy.
14. GST No. to be submitted & it is applicable as per Govt. Norms.
15. Site visit & fully aware with nature of work confirmation letter.
16. Man power undertaking as per tender format.
17. Tender fee & EMD Should be send in original to the tender opening authority through RPAD within 07 days from last day of submission of bid.
18. Available bid capacity must be more than the tender amount which will be calculated as.

Available Bid Capacity

$$ABC=2*(A*N)-B$$

A=Maximum value of work executed in any one year during the last five years taking into account the completed as well as works in progress.

N=Number of years prescribed for completion of the works for which the tenders are invited.

B=Value(\*price level) of existing commitments and on-going work to be completed during the next N years.

- If any query related to tender you are requested to contact D.Y.Trivedi (DEE Mech)-Mo.9723463635.

All the documents should be submitted in electronic Format only through online by scanning except if EMD and Tender Fee are in Form of demand draft it must be submit in physical on or before last date & time by RPAD only to **Deputy Executive Engineer, Water Management Unit, East Zone, Room no.12, First floor, Zaverchand Meghani Bhavan, Rajkot Municipal Corporation, Bhavnagar road, opp. Rajmoti Oil Mill, Rajkot-360001.**

Signature of Contractor with stamp

Assist. Engineer  
Rajkot Muni.Corporation

Dy.Ex. Engineer  
Rajkot Muni. Corporation

Add City Engineer  
Rajkot Muni. Corporation



**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

**SCHEDULE – A**

Sr No	Name Of Filter plant/pumping station	Estimate Amount in RS.	
1.	PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT	1 <sup>st</sup> Year Amount	15,52,543.41
		2 <sup>nd</sup> Year Amount	17,07,797.76
Total for Two Yr-₹.			32,60,341.17

I/We agree to carry out the above mentioned work at the rate I/We have mentioned.

Note:

1. The work is to be done in 2 shifts with each shift of 8 hours. The timing of each shift will be as under:

First Shift : 06.00 to 14.00 hours

Second shift : 14.00 to 22.00 hours

If required to operate plant at night shift ,then agency shall have to arrange as per instruction of incharge Deputy Executive Engineer.

2. If the Filter Plant/pumping Machineries remains closed due to lack of water, contractor shall have to arrange for Security Guard separately, for which, Rajkot Municipal Corporation will make the payment separately for each shift as per the prevailing norms. However, Rajkot Municipal Corporation will not make any payment to other workers under above circumstances.

Signature of Contractor with stamp

**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL, EAST ZONE**

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

The minimum numbers of Semi-skilled / unskilled labours for operation and maintenance of the Filter plant/pumping station will be as under:

<b>Sr No</b>	<b>Name of post</b>	<b>Nos. of Person</b>	<b>Age</b>	<b>Experience</b>
1	Pump Operator (Semi skilled)	1 (One) person in Each shift	18 to 60years	2 years experience of O&M of pumping machinery
2	Helper/Sweeper cum Mali (Unskilled)	2 (two) person in Each shift	18 to 60years	Experience in valve operation & other mechanical work

The presence of staff as per instruction on Swimming Pool Pressure Filter Plant/Pumping Station is compulsory. If while checking, any staff is found absent, the prevailing wages will be deducted from the bill of contractor and penalty will also be deducted per person as per the decision of City Engineer. In case of breach of any condition of contract or work is not found satisfactory, penalty will be imposed as deem fit by the City Engineer, which will be binding to The Agency.

Assist. Engineer  
Rajkot Muni. Corporation

Dy.Ex. Engineer  
Rajkot Muni. Corporation

Add City Engineer  
Rajkot Muni. Corporation

Signature of Contractor with stamp

**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL, EAST ZONE**

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

**SCHEDULE - B**

Sr No.	Details of Machinery			Total	Working	Standby
		Motor Hp	Pump Head/Dischg Mtr / LPS			
1.	Pump Motor with allied accessories	15.3 HP C&G	H=20mt, Q=240 m3/hr, Kirlosker make	2	1	1
2.	Pressure Filter Tank		250 m3/hr	1	1	0
3.	Suction Sweeper Trolley unit with allied accessories.	03 HP	H=24mt, Q=18 m3/hr, Falcon make	2	1	1
4.	Compressor	7.5 HP	Air Q=236 m3/hr	1	1	0
5.	Electric Panels with allied accessories			2	1	1
6.	Monoblock Centrifugal Pump	0.5 HP		1	1	0
7.	Openwell Submersible pump	01 HP	H=10mt, Q=50 m3/hr,	1	1	0
8.	Chlorinator System		5kg/hr	2	1	1

Note:

1) Above mentioned machinery with allied starter panel, cables, accessories, MCCB, Transformer yard, Two pole structures & allied electrifications etc.

2) Rajkot Municipal corporation reserves rights to make any suitable change / modification / alteration / adding or removing any of the machinery at any time during contract period & such machineries operation & required routine maintenance shall be bound to The Agency.

**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

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**SCHEDULE - C**

<b>Sr No</b>	<b>Details of Tools and Plants with Name (To be kept by the Agency during the period of contract)</b>	<b>Qty.</b>
1	6 mm to 32 mm size Fix Spanner Set	01 Set
2	6 mm to 32 mm size Ring Spanner Set	01 Set
3	6 mm to 38 mm size Box Spanner Set	01 Set
4	Pipe wrench of 24" and 36" size	01+01 No.
5	Screw Driver of size 6", 9" and 12"	1 Nos. each size
6	Insulated Pliers of 12" size	01 Nos.
7	Adjustable screw spanner size 12" and 18"	01+01 No.
8	Hammer 1 Kg and 2 Kg	01+01 No.
9	Testers	01 Nos.
10	Hacksaw frame with Hacksaw blade	01 Nos.
11	Shovel	02 Nos.
12	Bowls	02 Nos.
13	Trikam	01 Nos.
14	Plastic bucket 10 liters	02 Nos.
15	1/2" cord	90 Mtrs.
16	Torch / Battery (Chargeable)	01 Nos.
17	Digital Multi meter with clamp on meter	01 No.
18	Blower	01 No.

**Note:**

The tools should be arranged and kept in the cupboard by the agency. Above tools in good condition should be kept at Pumping Station/filter plant, of which, if goes out of stock or get damaged in that case such material (Hacksaw Blade, D.O. Wire etc.) should be kept on site by purchasing it. The responsibility to look after the above tools and plants at site rests with the successful renderer.

Signature of Contractor:

**RAJKOT MUNICIPAL CORPORATION  
WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

**SCHEDULE - D**

**Details of existing manpower (Skilled / Unskilled) available with The Agency**

<b>Sr No</b>	<b>Name of Skilled / Unskilled personnel</b>	<b>Educational Qualifications</b>	<b>Years of experience</b>	<b>Age</b>

**Note:**

The Agency shall have to submit the details along with certificates like; Educational Qualifications, experience, age etc. as and when demanded.

Signature of Contractor

**RAJKOT MUNICIPAL CORPORATION  
WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

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**SCHEDULE - E**

**Details of work on hand and work completed by The Agency**

Sr No	Name of work	Details of works completed / on hand.	Name of department	Period	Remakrs

**Note:**

Necessary documentary evidence for the works shown shall have to be submitted.

Signature of Contractor

**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

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**:: SCOPE OF WORK ::**

Scope of work Shall include :

1. Scope of work includes Providing Semi-skilled / unskilled workers as per tender for running of pressure type filtration plant and all works like; alum/PAC/chlorine dosing, pressure filter bed washing, daily regular operation of all electrical and mechanical machineries, cleaning of plant, swimming pool, cleaning of Aeration tanks, pre and post chlorination, operation of all control valve of filter plant and Filter plant/pumping station.
2. Removing of dust settled in swimming pool by suction sweeper trolley. Cleaning of Pump Suction Foot Valve. Loading un-loading of chlorine cylinders & its charging as well as all related maintenance work in two/three shifts should be done.
3. This contract is for operation of filter plant / pumping station as well as Swimming pool's routine operation & preventive maintenance like; oiling, greasing, tightening of loose connection in electric panel, motor & in the machinery of Filter plant/pumping station is to be done. In this connection, necessary oil, grease, cotton waste etc. to be procured by Contractor is to be used of required Company/Brand as per instructions of engineer-in-charge on site.
4. All works like: daily regular operation of all electrical and mechanical machineries, pre and post chlorination and loading unloading chlorine tuner.
5. Cleaning of Pumping Station and filter plant premises every day.
6. Operation of all control valve of filter plant and pumping Station.
7. Maintain Logbook etc. as well as preventive maintenance work should be done.RMC will Provide Logbook.
8. Whenever required graphite Gland Packing shall have to be replaced with new graphite gland packing as preventive maintenance, to reduce the leakage from pumps & valves.
9. Any related work required to full fill the operation & preventive maintenance of pumping station and filter plant, As per instruction of In charge Deputy Exe. Engineer.
10. Agency has to display chart showing Contract Details with RMC ,name and mobile number of Operator/ Helper in each shift and also name and mobile Number of Site Incharge Engineer at site of Workplace.
11. Agency Staff must be with dress code and I-card .

## **12. Preventive Operation & Maintenance Schedule**

### **DAILY**

- 1) Checking of Vibration in the Pump-Motors.
- 2) Checking of Motor Current.
- 3) Checking of Starter Penal Voltage.
- 4) Checking of Leakages through gland packing and tightening, loosening to ensure that extent of leakage is in drop form.
- 5) Checking oil/grease in Bearing and other moving parts.
- 6) Bearing temperatures, Pressure, noise & Vibration in all moving parts.
- 7) Tightening of loose nut-bolt.
- 8) Inspection of pressure gauge reading.
- 9) Inspection of chlorine dosing reading.
- 10) Checking leakage of copper pipe and header pipe of chlorinator.
- 11) Cleaning of Swimming Pool by Suction Sweeper Trolley every day.
- 12) Visual inspection of all Electrical items.

### **BY-WEEKLY**

- 1) Cleaning of Pump Set,Piping and Valves.
- 2) Cleaning Electric Motor Through Dry Cloth.
- 3) Cleaning Electric penal Through Blower.
- 4) Greasing in Pump set, motor ,Valves etc .
- 5) Cheching Operation of all valves.
- 6) Cheching of Chlorine leakage.
- 7) Check working of Chain pully block.

### **MONTHLY**

- 1) Tightening of all Nut-bolt
- 2) Checking couple bush of pump motor.
- 3) Replacing gland thread in pump and valve as per requirement.
- 4) Checking of cable connections Motor & Electrical panel.

Signature of Contractor

Assist. Engineer  
Rajkot Muni.Corporation

Dy.Ex. Engineer  
Rajkot Muni. Corporation

Add City Engineer  
Rajkot Muni. Corporation



**RAJKOT MUNICIPAL CORPORATION**  
**WATER MANAGEMENT UNIT O&M CELL,EAST ZONE**

Name of work :- PROVIDING MANPOWER FOR TWO YEAR OPERATION AND PREVENTIVE MAINTENANCE OF PRESSURE FILTER PLANT & PUMPING MACHINERIES AT SWAMI VEVAKANAND SWIMMING POOL-PEDAK ROAD, EAST ZONE, RAJKOT

**SPECIAL INSTRUCTION TO THE TENDERER**

1. Tender fees are non-refundable.
2. The Earnest Money Deposit will be refunded to the Tenderers after an award of work has been finalized.
3. The e-Tender fee (Non Refundable) & bid security (EMD) will be accepted in form of Demand Draft in favor of “Rajkot Municipal Corporation” Rajkot, or NEFT/RTGS or Online Transfer from any Nationalize bank or as per bank list of latest GR of Finance Department.
4. The Earnest Money Deposit (E-Tender Guarantee) will be forfeited in the event, the successful Tenderer fails to accept the contract and fails to submit the “Performance Guarantee Bonds to the Owner as stipulated in this e - Tender documents within Ten (10) days after receipt of notice of award of contract.
5. The Earnest Money Deposit of the successful Tenderer shall be Returned after the performance guarantee bond, as required, is Furnished by The Agency.
6. No interest shall be paid by the owner on any E-Tender guarantee.
7. The performance guarantee (Security deposit)
  - 05% of Contract Value in Form of Bank Guarantee or FDR.
  - If the Contract price offered by the selected bidder is lower than 10% but up to 20% of the Estimated project Cost than the additional performance security shall be calculated @ 20% of the difference in the Estimated project cost minus 10% of the Estimated project cost and Contract price offered by the selected bidder.
  - If the Contract price offered by the selected bidder is lower than 20% of the Estimated project Cost than the additional performance security shall be calculated @ 30% of the difference in the Estimated project cost minus 10% of the Estimated project cost and Contract price offered by the selected bidder.
  - The Additional performance security shall be treated as part of the performance security.

- The performance security shall be valid beyond 60 Days of the defect Liability period and the additional performance security shall be valid beyond 28 Days of Project completion Date.
- Final SD will be calculated on the time of Final Bill i.e actual completion amount

#### STAMP DUTY

The performance guarantee (Security deposit) for the amount of 5% of the contract price, if submitted in the form of Bank guarantee then the contract document stamp duty shall be of Rs. 300. And if The performance guarantee (Security deposit) for the amount of 5% of the contract price, if submitted in the form of fixed deposit receipt of any Schedule Bank or Government securities then the contract document stamp duty shall be of 4.90% of the amount of the security deposit

8. Conditional tender or tender submitted in other way will be summarily rejected.
9. **All the Original Document and Price & Tech Bid should be authorized sign & stamp on each page and submitted in electronic Format only through online by scanning and the Tender fee & EMD Should be send in original to the tender pening authority through RPAD within 07 days from last day of submission of bid and in the event of short falling of document No correspondence to Agency will be done and bid shall be consider as Non-responsive & stands too cancelled.**
10. Price bid must be submit only by e-Tendering procedure.
11. Bid evaluation shall be done as per the pre-qualification criteria by the tender evaluation committee as per the documents submitted online within time limit & committee or commissioner's decision shall be bounding to the contractor.
12. Rajkot Municipal Corporation reserves its right to reject any or all tender without assigning any reason thereof.
13. In the event of dispute Commissioner's decision shall be bound to Bidder or contractor.
14. Legal litigation shall be done only at the Rajkot Jurisdiction.
15. The validity of the offer for the work shall be 120 (One hundred twenty) days from the date of opening of Tech Bid.
16. This work contract is for the essential service of Rajkot Municipal Corporation for Swimming to citizens of Rajkot city, so contractor should very clearly understood that no man made mistakes or negligence in O&M shall be tolerated, in such condition decision of the Municipal Commissioner shall be bound to the concern contractor.
17. 1 % of labourCess will be deducted (if Applicable) from the Running bill of the contractor as per Latest GR .
18. No any other extra payment otherwise mentioned in this tender will be made towards any kind of tax or cases or leave which ever is in force or may be in future.

## **Special General Condition of the Contract.**

1. The Agency shall depute the employees in each shift as per schedule, who can read and write & understand Gujarati language & also with Hindi Knowledge.
2. This contract is for operation of Filter plant and pumping station as well as routine Maintenance like; oiling, greasing, electric fault, tightening of loose connection in electric panel, motor & in the machinery of pumping Station is to be done. In this connection, necessary oil, grease, cotton waste etc. is to be used of required Company/Brand as per instructions of engineer-in-charge on site. The Agency at his own cost shall keep in stock and make use of necessary ring, fix spanner set, insulated plier, screw driver, tester, screw spanners as well as pipe spanners etc tools on the site as per Schedule-C. Agency should maintain job chart for O &M and submit report to I/C engineer weekly.
3. Any type of fault, repairing, failure of power supply shall be informed immediately to the competent authority. In case of closure/failure of power supply by PGVCL should also be informed to PGVCL fault centre in the respective area.
4. The Agency shall have to arrange for the Semi-skilled / unskilled staff as per tender requirement for operation of machinery of pumping station in each shift and also avail their group insurance / work compensations policy with medical benefits. P.F. should be deposited with Government as per rules in force and same should be informed to the competent authority of this work.
5. The pumping station and Filter Plant campus should always be kept neat and clean.
6. The Agency should not depute any person below 18 years for the work. Also, if the behaviour of any skilled / unskilled worker is found unsatisfactory, The Agency shall have to remove such worker from the work as may be instructed by Deputy Engineer (Mech. /Elect.) /City Engineer either orally or in writing and if Higher officials refuse to continue any staff then in that case The Agency should not continue such staff for this work.

If and whenever any of The Agency's assistants or other employees shall, in the opinion of the Engineer-In-Charge, be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the owner or Engineer-In-Charge, it is undesirable for administrative or any other reason for person or persons to be employed in the works, The Agency if so directed by the Engineer-In-Charge, shall at once remove such person or persons from employment thereon. Any person or persons so removed shall not again be re-employed in connection with the works without the written permission of the Engineer-In-Charge. Any person, so removed from the works shall be immediately replaced at the expense of The Agency by a qualified and competent substitute. Should The Agency be required to repatriate any person removed from the works he shall do so after approval of Engineer-In- Charge and shall bear all costs in connection there with.

The Agency shall be responsible for the proper behaviour of all the staff, foreman, workmen and others and shall exercise proper control over them and in particular and without prejudice to the said generality, The Agency shall be bound to prohibit and prevent any employee from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupiers of land and

properties in the neighbourhood and in the event of such employees so trespassing, The Agency shall be responsible therefore and relieve the owner of all consequent claims, actions for damages or injury or any other ground whatsoever. The decision of the Engineer-In-Charge upon any matter arising under this claim shall be final.

Contractor shall be responsible for any illegal activity done by the Contractor's employee in the premises or at Filter plant/pumping station, & its legal police action must be followed by The Agency. Contractor shall also responsible for any theft or at the time of Unwanted event contractor has to complete all required police or any other procedure at contractor's own cost.

Rajkot Municipal Corporation will impose penalty in case of any type of misbehaviour of staff and for bad workmanship.

7. The Agency shall have to depute experienced operator for operating the machinery and HT/LT panel. The successful tender at the time of entering into an agreement shall have to submit the details of the staff to be deployed for this work.
08. The Agency for their employees to be deputed for this work shall have to maintain Attendance Register, Leave Register, Salary Statement, Advance Statement, Penalty Statement and other Statements required as per the provisions of Labour Law. A format of Log Sheet will be provided by this office and The Agency shall have to prepare the log sheet accordingly.
9. On completion of time limit of the work, The Agency shall have to hand over the pumping station/filter plant to Rajkot Municipal Corporation in fully working condition as per requirement. All the electrical, mechanical instrumentation (including standby) should be in working condition as per contract were awarded.
10. If the electrical, mechanical machinery/ any type of machinery needs to be taken away anywhere for the purpose of repair, The Agency's staff of pumping station/Filter Plant shall be abide to loading and unloading of the same in the vehicle of Rajkot Municipal Corporation.
11. The Agency will be responsible for any incident of damage or injury to the staff during the work as well as The Agency will also be responsible for any claim etc. If The Agency fails to fulfil the claim to his staff for the injury or damage, Rajkot Municipal Corporation reserves the right to recover such amount of claim from the bill of contractor if the same is required to be fulfilled by Rajkot Municipal Corporation.
12. If any damage occurs to the machinery due to carelessness of the staff of The Agency, The Agency will have to bear the expense of repairing / replacement for the same. The competent authority will decide the responsibility of damage, which will be binding to the Contractor.
13. The Agency shall have to avail Workman Compensation insurance policy for the employees under him.
14. City Engineer /Competent Authority may order prior 7 day's for additional number of skilled/unskilled labour as per the requirement of work on contracted site or any other

Rmc's similar work site, which will be binding to The Agency and payment will be made as per operational minimum wages+10% contractor profit.

If there is a any excess man power found during the contract period City Engineer will give 15 day's prior notice to The Agency to remove such excess manpower from the work & payment deduction shall be made on pro-rate bases.

15. The Agency shall have to provide mobile phone / landline phone at the concerned pumping station/Filter Plant during the contract period & its number must be submit in written to the RMC .
16. Whenever required The Agency shall remain present or authorize representative at the site of work.
17. If The Agency fails to carry out the work either partly or fully, Deputy Executive Engineer (Mech./ Elect.) of Rajkot Municipal Corporation will furnish notice to correct the same. Even though if The Agency fails, Rajkot Municipal Corporation will carry out the work at the risk and cost of The Agency. In the such case, the additional expenditure will be recovered from The Agency. If the work is carried out at the lower rates of The Agency then The Agency will not be entitled for any claim.
18. During the contract period, employees provided by the agency go on strike, in such case any damage to the pumping machinery, material or property of Rajkot Municipal Corporation, the decision of City Engineer will be final and abide to The Agency. If Rajkot Municipal Corporation is required to incur any expenditure for this, the same will be recovered from the bill / Security deposit of The Agency.
19. The period of contract is for Two years. Rajkot Municipal Corporation reserves the right to terminate this contract at any time, for which, 15 day's notice will be given to The Agency.
20. The Municipal Commissioner reserves his rights to extend or terminate the contract period for reasonable time & extended time shall be bound to the concerned contractor.
21. The decision of City Engineer regarding operation of pumping Station will be final and if the work is not completed as per oral or written instructions then Commissioner, Rajkot Municipal Corporation, Rajkot, reserves the right to terminate this contract.
22. On completion of the contract, The Agency shall have to return allGoods, material in good condition to Rajkot Municipal Corporation. The amount deposited in terms of Security Deposit will be returned after three months of completion of work and after giving final bill to The Agency. But during this period, if any work or machinery of Filter Plant/pumping station is found defective or damaged, contractor shall have to rectify the same satisfactorily. If The Agency fails to do so, Rajkot Municipal Corporation will recover such expenses from the security deposit of The Agency.
23. When the chlorine tonner or cylinder for chlorination gets empty, the loading, unloading & charging of same shell be in the scope of agency, new tonner shell be charged by using new led washer, as per the instruction of chemist. The agency should monitor chlorine dose, chlorine tonner status and report to chemist regularly. The agency shell abides to take necessary sample (if required) as per the instruction of chemist. The led washer and necessary material & the vehicle for the transportation of chlorine tonner or cylinder shell be in the scope of Rajkot Municipal Corporation. Whenever required to add extra chemicals to improve water quality

,agency shall have to do this work as per instruction of RMC Staff and shall have to provide Safety Gloves,face mask,safety goggles etc.

24. The Agency will be responsible for all types of Mech/Ele routine maintenance, preventive maintenance. The Agency shall be responsible for keeping equipments for day-to-day and periodic maintenance resulting into running of Filter Plant/pumping station in good and efficient manner.
25. If the any leakage at found in any of the sluice valve and pumps, graphite gland packing shall be replaced and greasing should be done to stop the leakage. Graphite gland packing & greasing/ lubrication of rotating part of pump set shall be in scope of agency.
26. The payment of bill of PGVCL will be done by Rajkot Municipal corporation. The employees of contractor should take due care to avoid the expenditure towards penalty etc. Power factor shall be maintained such a way, so that Rajkot municipal corporation can get extra benefit from bill. If there will be any penalty due to poor power factor, penalty will be deducted from contractor's bill. If, any parts require for improve poor power factor, same will be provided by R.M.C. or if supplied by contractor, payment will be done for that as per Annexure-I.
27. In case of any dispute arising during the course of execution, the matter should be referred to Municipal Commissioner who will be sole Arbitrator whose decisions will be final and binding to The Agency.
28. The employees / labours of The Agency will have no claim in Rajkot Municipal Corporation in any manner. Also, claim in any from the heirs of employees / labours will not be entertained.
29. The Agency will be responsible for any litigation arising out of any legal matter / petition / Labour Laws etc. for this work.
30. The contract is very important for providing swimming facilities to the city of Rajkot. The Agency shall have to carry out the work of operation, Maintenance and repairing very carefully and within the stipulated period of time and completely by implementation of tender conditions, specifications and instructions given from time to time. The instructions given to The Agency should be followed scrupulously.
31. The Agency will be fully responsible financially for this work for any new taxes levied by the State or Central Government or local Government.
32. As per the Labour Act, only eight hours work shall have to be taken from any of the employee and as such one and the same employee will not be permitted to work for two shifts. Weekly off shall have to be given to the employees as per the rules and arrangement for off reliever is to be done accordingly by The Agency.
33. The Agency shall have to arrange for all necessary Semi-skilled / unskilled staff for operation and maintenance of the Filter plant/pumping station. Any of the employees of contractor working in Filter plant/pumping station will not be treated as employee of Rajkot Municipal Corporation and also will not be entitled for submission of any claim or petition, for which, the legal responsibilities rests with The Agency.

34. Absence of man power or less man power found in Filter plant/pumping station during checking, penalty will be charged to contractor. Amount of Penalty will be imposed as per the penalty clause.
35. The Agency needs to be contacted at any given time during 24 hours and as such The Agency shall have to provide his Mobile number, which shall have to be mentioned at the time of entering into an agreement.
36. The Agency shall have to submit the bills of PGVCL to water management unit O & M Cell, East Zone office room no 12, immediately. Agency should provide telephone for contact of Filter plant/pumping station. also, it will be the responsibility of The Agency to see that the telephone is used only for the purpose of work of Rajkot Municipal Corporation. The amount of telephone bill shall have to be paid by The Agency.
37. The Agency cannot sublet this work. If it is found that The Agency has sublet this work, this contract will be summarily terminated and legal action will be taken against The Agency. In this connection, the decision of Commissioner, Rajkot Municipal Corporation, Rajkot, will be final and binding to The Agency for this work. If the contract is terminated then Rajkot Municipal Corporation will carry out this work through other agency at the risk and cost of The Agency. For the poor workmanship report in any manner, Commissioner reserves his right to put such contractor in black list of Rajkot Municipal Corporation for appropriate time.
38. The Agency shall have to carry out the operation, maintenance and repairing work of the existing machinery (electrical & mechanical) in the pumping station and filter plant, however, if any other machinery over and above is provided in the pumping station then The Agency shall have to carry out the operation, maintenance and repairing work of the said machinery also.
39. In case of any ambiguity found in specifications etc., the decision of City Engineer / Dy. Commissioner or Commissioner shall be final and bound to The Agency.
40. Maintain registers correctly with proper details such as; No. of hours of operation, totalize reading, stock of diesel etc.
41. Contractor shall be responsible for operating all valves within Filter plant/pumping station premises & also to main intake / offtake valve of GSR sump outside of premises.
42. If necessary, in unavoidable circumstances, contractor shall have to operate valves outside Filter plant/pumping station premises also.
43. The Agency shall give full attention to maintain water level as per requirement. & to be in communication/ Co-ordination with RMC Staff. If level not maintain, contractor shall inform to engineer in-charge immediately.

### **Litigation**

In the aggregate, there are no pending or, to the knowledge of Contractor, threatened actions, investigations or proceedings before any court, governmental authority or arbitrator, which would have material adverse effect on the ability of

Contractor to perform its obligations under these Conditions.

## **INSURANCE**

### 1.0 General Conditions

- 1.1 Without limiting The Agency's obligations, responsibilities and liabilities under these Conditions, The Agency shall be required to provide and maintain in full force and effect, at his expense the insurance coverage's for the O&M period. Any deductibles on the insurance shall be to the account of The Agency.
- 1.2 Maintenance of insurance shall not relieve the obligation of The Agency to remedy or repair any damage to the Facility in case such damage is caused due to the fraud, negligence, willful misconduct or breach of any obligations of The Agency under these Conditions (including failure to perform the O&M Services in accordance with Good Operating Practices) at The Agency's cost promptly and regardless of the extent of settlement of claims by the underwriters or the time taken for settlement of claims. Any amounts not insured or not recovered from the insurers shall be borne by The Agency to the extent any such liability or damage is caused due to any breach of any obligations of these Conditions (including failure of The Agency to perform the O & M Services in accordance with the Good Operating Practices) by The Agency or any willful misconduct, negligence on the part of The Agency.
- 1.3 The terms of the Insurance shall be approved by the Employer.
- 1.4 The Agency shall not make any alteration to the terms of any insurance without the prior approval of the Employer. If The Agency fails to effect and keep in force any of the insurance it is required to effect and maintain under these Conditions, or fails to provide satisfactory evidence and copies of policies in accordance with this Sub-Clause, the Employer may (at its option and without prejudice to any other right or remedy) effect insurance for the relevant coverage and pay the premiums due and may claim the same from The Agency.
- 1.5 Contractor must purchase a valid Work Compensation insurance policy for their employee & its copy must be submitted to RMC.
- 1.6 The insurances shall:
  - (a) Shall be in the name of the Employer and the Employer shall be the sole loss payee,
  - (b) Shall be extended to cover liability for all loss and damage to the Employer's property arising out of The Agency's performance of his obligations or failure to do so under these Conditions and any fraud, gross negligence or willful misconduct on his part, and If The Agency fails to effect and keep in force insurance which is required to be maintained under these Conditions, and the Employer neither approves the omission nor effects insurance for the coverage relevant to this default, any moneys which would have been recoverable pursuant to such insurance shall be paid by The Agency.
- 1.6 The natural Calamity, Fire etc. Insurance shall be limited for



Electrical/Mechanical equipments should be on Account of RMC “All Risk Type Policy” of manpower engaged to work by Tenderer should be on Account of Tenderer.

## **INDEMNIFICATION**

- 7.1 Loss or Damage to Facilities The Agency shall at its own expense make good any physical loss or damage to the Facilities occasioned by it in the course of the performance of its obligations under these Conditions if and to the extent such loss or damage is caused by the negligence, willful default or breach of statutory duty or failure to follow Good Industry Practices by The Agency.
- 7.2 Other Loss or Damage
- 7.2.1 Except as otherwise stated in this Clause 7.2 or covered by Clause 7.3, The Agency shall indemnify, defend and hold harmless the Employer against any and all liabilities, losses, damages and claims of whatever kind and nature, including all related costs and expenses incurred in connection therewith, in respect of personal injury to or death of third parties or any employee of the Employer or the in respect of loss of or damage to any third party property or property belonging to employee of the Employer by: Any breach by The Agency of its obligations hereunder; and
- (ii) Any negligence, wilful default or breach of statutory duty on the part of Contractor.
- 7.2.2 Except as otherwise stated in this Clause 7.2 or covered by Clause 7.3, the Employer shall indemnify, defend and hold harmless The Agency for all claims and losses of whatever kind and nature, including all related costs and expenses incurred in connection therewith, in respect of personal injury to or death of third parties or of any person employed by The Agency in respect of loss of or damage to any third party property or property belonging to any person employed by The Agency to the extent that the same arises out of any Employer’s Risk.
- 7.3 Accidents or Injury to Workmen
- 7.3.1 The Agency shall indemnify, defend and hold harmless the Employer or any Employer’s Personnel against any and all claims for loss, damage and expense of whatever kind and nature (including all related costs and expenses) in respect of the death of or injury to any person employed by The Agency in connection with the performance of the O&M Services and obligations hereunder except to the extent that such death or injury is caused by an Employer’s Risk.
- 7.3.2 Neither Party shall be liable to the other Party for loss of use of the Facilities, loss of profit, loss of any contract or for any indirect or consequential loss or damage which in connection with the other Party in connection with the Contract, may suffer, other than under Sub- Clause [13] and this Clause [7].
- 7.3.3 The total liability of The Agency to the Employer, under or in connection with these Conditions other than as provided in Clause 7.3.2 & 14 shall not exceed the sum of the O & M Price and the Delay Damages payable under these Conditions. This Sub-Clause shall not limit liability of The Agency in case of fraud, wilful default, gross negligence and liabilities arising due to breach of Applicable Law and the liability under any other Clause of these

Conditions that might impose a greater liability on The Agency.

### **FORCE MAJEURE**

In this Clause, "Force Majeure" means an event or circumstance, which materially and adversely affects the ability of the affected Party to perform its obligations:

- (a) Which is beyond a Party's control?
  - (b) Which such Party could not reasonably have provided against before entering into the O&M Contract,
  - (c) Which, having arisen, such Party could not reasonably have avoided or overcome, and
  - (d) Which is not attributable to the other Party?
- Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:
- (i) War, hostilities (whether war be declared or not), invasion, act of foreign enemies,
  - (ii) Rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war,
  - (iii) Riot, commotion, disorder, strike or lockout by persons other than The Agency's Personnel and other employees of The Agency.
  - (iv) Ammunitions of war, explosive materials, ionising radiation or contamination by radio-activity, except as may be attributable to The Agency's use of such munitions, explosives, radiation or radio- activity, and
  - (v) Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity. Heavy rainfall, cyclone, strike and lockout.

#### **12.1 Notice of Force Majeure**

- 12.1.1 If a Party is or shall be prevented from performing any of its obligations under these Conditions by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting Force Majeure and shall specify the obligations, the performance of which is or shall be prevented. The notice shall be given within 7 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.
- 12.1.2 The Party shall, having given notice, be excused performance of such obligations for so long as such Force Majeure prevents it from performing them.

Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

#### **12.2 Duty to Minimize Delay**

- 12.2.1 Each Party shall at all times use all reasonable endeavours to minimize any delay in the performance of the Contract as a result of Force Majeure.
- 12.2.2 A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.
- 12.2.3 Notwithstanding anything else herein contained the Employer may terminate the O & M Contract if the Force Majeure event continues for more than a period of 90 days.

### **Penalty provisions:**

1. For the absent of staff penalty charge will be imposed in the running bill as provided below.
  1. Pump Operator: Rs. 500/- Per shift + wages per person/shift (As per approved tender rate OR Prevailing minimum wages whichever is higher.
  2. Helper & sweeper: Rs. 450/- Per shift + wages per person/shift (As per approved tender rate OR Prevailing minimum wages whichever is higher.
  3. In Case of Non Compliance of Water quality of the swimming pool Penalty Charge of Rs.1000/- per day
  4. Without Dress code of agency – Penalty Rs.100 for every incident and Without I-card of agency – Penalty Rs.50 for every incident.
  5. For the breach of any other contract condition, Exe Engineer, Dy. Commissioner's or Commissioner's decision shall be bound to The Agency.

### **Mode of payment:**

1. After satisfactory work completion running bill demand with required below listed certified copy, monthly reports, & documents should be submit by The Agency to the concerned officer of RMC.
  1. Employee Provident fund receipt of past month.
  2. E.S.I.C or Work compensation policy or Group Insurance premium receipt of past month.
  3. Monthly O&M report of Filter plant/pumping station as instructed by Engineer in-charge.
  4. On the part of social responsibility towards employees of bidder contractor should pay Minimum wages & all other benefits like P F, Insurance, etc to his employees & for that purpose documentary evidence must be produce to RMC on demand.
  5. Professional tax-Enrollment Certificates (EC) of Rajkot Municipal Corporation. Professional tax-Registration Certificate (RC) of Rajkot Municipal Corporation

### **First running bill will be paid after procurement of tools mentioned in Schedule-C.**

No any other payment shall be made towards advance payment or Down payment or any other taxes, levies or cess what so ever by any Central Govt/ State Govt/ Local authority in force or may be in future.

2. Running bill shall be made as per the rules & its payments will be made as per the Rules of Rajkot Municipal Corporation at Time to Time.
3. If the any excess payment made to or any recovery from contractor by the RMC at any account shall be liable to be recovered from the amount payable to The Agency / supplier under this clause.
4. The RMC shall deduct from the amount payable to The Agency, any amount paid by RMC on behalf of The Agency e.g. (telephone bills or any other dues and

liquidated damages as per clause and, as per tender terms and condition. Any excess telephone bills submitted by telephone department, the cost of bills will be borne by Contractor.)

- 5 O&M report for the plant must be submitted to concern supervisor of RMC.
- 6 Number of employees to be provided may be vary time to time on the basis of actual work load. Accordingly, payment shall be made on the basis of actual manpower provided as per the formula above. No minimum or maximum payment shall be made as guaranteed work.

I/We have read the above terms, conditions and specifications and agree to carry out the above work accordingly.

Signature of Contractor

Assistant Engineer  
Rajkot Muni. Corporation

Dy.Ex. Engineer  
Rajkot Muni. Corporation

Add City Engineer  
Rajkot Muni. Corporation

(Must be submitted on the separate letter head of bidder)

**To,  
City Engineer,  
Water management Unit  
Rajkot Municipal Corporation,  
Rajkot.**

### **UNDERTAKING**

- 1) I/We undertake that our agency/firm/partners etc. will strictly follow all government rules/Laws which are applicable for workers/staffs/labors shift duties, working hours, PF and ESI etc. in all respect. Also we further assure that I/We shall comply all applicable rules amendments which will be enforced by any government authority during contract period. If any violation occurs in this regards then I/We shall remains solely responsible.
- 2) I/We undertake that our agency/firm/partners etc. will strictly operate and utilized all Work premises for RMC tender and contract agreement purpose. No any other activity shall be carried out at site by I/We our staff and outsider Third person which is against any government law and intense for crime or violation of any government rules or regulation. I/We further assure that the complete Custody and Security of work point shall be our responsibility. If such activity/Violation/premises use is occur in any regards at site then I/We shall remains solely responsible for it. I/We are bound to take immediately actions to stop such activity/Violation/premises use at site.
- 3) I/We undertake that our agency/firm/partners/staff etc. will obediently follow all oral/written/telephonic instruction issued by all concern department staff and shall not enforced any RMC official by any way for any kind of purposed which is affecting operation and maintenance work/tender/contract agreement.

**Signature of Contractor/Prop writer/Partners with seal.**

DECLARATION FOR NOT BLACK LISTED OR TERMINATED OR DEBARRED  
(Notarized Affidavit)

Note: The Declaration submitted earlier to this office will not be considered as such a fresh original Declaration, shall have to be done as on the milestone dates of this tender document.

(Declaration to be submitted on duly notarized On Rs.300/- Non-Judicial Stamp paper)

**Declaration**

I/We \_\_\_\_\_ hereby declare that I/We am/are not partner(s) of Black Listed / Terminated / Debarred/ Suspended or connected with firm black listed in any States, CPWD / MES / Railways or any Govt. Semi-Govt, Autonomous Body or Pvt. Body. Also no complaint is lodged against the Firm / Company.

At present, I/We am/are registered as approved contractor(s), firms in \_\_\_\_\_ State, CPWD/MES/Railways.

I/We \_\_\_\_\_ hereby declare that all the documents submitted along with this tender are correct and genuine in every manner.

I/We, the partners of this firm, hereby give an undertaking that I/We am/are jointly and severally responsible to meet all the liabilities ever and above the business of this firm and make good the above financial loss sustained by the Rajkot Municipal Corporation as a result of our abandoning the works entrusted to us.

**Date:-**

**Place:-**

**Signature of Contractor with stamp**

## : CONTRACT AGREEMENT:

NAME OF WORK :-

This agreement is made on \_\_\_\_\_ between Add City Engineer, Water Management Unit ,Rajkot Municipal Corporation, East Zone Office, Shri Zaverchand Meghani Bhavan, B/h.Rajmoti Oil Mill, Bhavnagar Road, Rajkot-360003 of the one part and M/s (**Agency Name and address**)(Herein after called as 'the contractor') of the other part.

Whereas the employer is desirous that certain work should be executed by the Contractor, viz, (**Name of Work**) and accepted bid (e-tender Id: \_\_\_\_\_on n-procure) by the contractor for the execution and completion of such works and the remedying of any defects therein from the date of work order for a \_\_\_\_year at the tender cost & as per Commissioner Order no. \_\_\_\_\_, Dt.- \_\_\_\_\_ & Contractor had submitted F.D.R. No: \_\_\_\_\_ Dt. of \_\_\_\_\_ Bank for Rs. \_\_\_\_\_ as a defect liability security deposit for this work.

1. In this agreement words and the expression shall have the same meaning as are respectively assigned to them in the condition of the contracts hereinafter referred to.
2. The following documents shall be deemed as to form and be read construed as part of this agreement, viz-
  - a) The contract agreement.
  - b) The letter of acceptance.
  - c) Commissioner Order.
  - d) Administrative Approval.
  - e) The Technical & Price Bid.
  - f) The Employer's Requirement.
  - g) The E-Tender Declaration Forms.
  - h) Information to the bidder.
  - i) The Payment Schedule.
  - j) General conditions.
  - k) Special Conditions of Contract.
  - l) The specifications.
  - m) The schedules.
3. In consideration of payment to be made by the employer to the contractor as herein after mentioned, the contractor hereby covenants with the employer to execute and complete the work and remedy any defects therein conformity in all respects with the provisions of the contracts & tender bid.
4. The employer here by covenants to pay the contractor in consideration of the execution and completion of the work and remedying of defects therein the contracts price or such other sum as may become payable under the provision of the contract at the times and in the manner prescribed by the contract.
5. If time limit for this contract shall extended for suitable period on mutual consent at that time this agreement shall deemed valid for such extended period.
6. Total responsibility towards Employee's Provident Fund (E.P.F.) & Employee's State Insurance (E.S.I.) for the employee engaged by the contractor under this contract shall on the part of contractor/bidder/employer. Rajkot Municipal Corporation will not be responsible/answerable for the E.P.F & E.S.I. of employee engaged by the contractor/ employer under this contract.

In witness thereof, the parties here to have caused this agreement to be executed on the day and year first above mentioned.

Add. City Engineer  
Water Management Unit  
Rajkot Municipal Corporation

For.  
M/s. (Name of Agency),

Witness :

1.

Corporator  
Rajkot Municipal Corporation.

2.

Corporator  
Rajkot Municipal Corporation.

Seal of Rajkot Municipal Corporation



**BID SECURITY (BANK GUARANTEE)**

WHEREAS, ----- (name of Bidder) (hereinafter called the "The Bidder") has submitted his bid Dated ----- (Date) for the construction of ----- (Name of Contractor hereinafter called "the Bid")

KNOW ALL PEOPLE by these presents that We ----- (name of Bank) of ----- (name of country) having our registered office at ----- (hereinafter called "the bank") are bound unto ----- (name of Employer) (hereinafter called "The Employer") in the sum of ----- \* for which payment well and truly to be made to the said Employer the Bank itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ----- day of ----- 20

THE CONDITIONS of these obligations are:

(1) If after Bid opening the Bidder withdraws his bid during the period of Bid validity specified in the Form of Bid;

Or

(2) If the Bidder has been notified of the acceptance of his bid by the Employer during the period of Bid Validity:

- A. Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
- B. Fails or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders; or
- C. does not accept the correction of the Bid Price pursuant to Clause 27 (Correction of Errors)

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred conditions or conditions.

135  
PS-4  
T

This Guarantee will remain in force up to and including the date -----\*\*  
days after the deadline for submission of Bids as such the deadline is stated in the  
Instructions to Bidders or as it may be extended by the Employer, notice of which  
extension (s) to the Bank is hereby waived. Any demand in respect of this  
guarantee should reach the Bank not later than the above date

DATE ----- SIGNATURE-----  
WITNESS ----- SEAL -----

---

(Signature, name and address)

\* The Bidder should insert the amount of the guarantee in words and figures  
denominated in Indian Rupees. This figure should be the same as shown in  
Clause 16.1(Bid Security) of the Instructions to Bidders.

\*\*45 days after the end of the validity period of the Bid. Date should be  
inserted by the Employer before the Bidding documents are issued.

PERFORMANCE SECURITY

TO,

..... (Name of Employer)  
..... (Address of Employer)  
.....

WHEREAS ..... (name and address of contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contracts No. .... dates ..... to execute ..... (name of Contract and brief description of Works) (hereinafter called "The Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractors such a bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of ..... (amount of guarantee)\* ..... (in words), such sum being payable in types and proportions of currencies in which the Contract prices is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ..... (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting is with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to of the Works to be performed thereunder or of any of the Contract documents which may be made between your and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such charge, addition or modifications.

This guarantee shall be valid until 60 days from the date of expiring of the Defect Liabilities period.

Signature and Seal of the guarantor .....

Name of Bank .....

Address .....

Date .....

\*An amount shall be inserted by the Guarantor, representing the percentage the Contract price specified in the Contract denominated in Indian Rupees.

RMC Branch -

/ Outward No.-

		<b>Rajkot Municipal Corporation</b> ACCOUNT DEPARTMENT ROOM NO.4 2ND FLOOR, DR.AMBEDKAR BHAVAN, DHEBAR ROAD, RAJKOT 360001	
<b>VENDOR REGISTRATION FORM</b> <small>(From 29.04.2024 onwards)</small>			
<b>PARTY NAME</b>			
<b>AUTHORIZED PERSON NAME</b>		<b>ADDRESS</b>	
<b>EMAIL</b>		<b>WEBSITE</b>	
<b>CONTACT PHONE 1</b>		<b>CONTACT PHONE 2</b>	
<b>WORK DETAIL</b> <small>(ATTACH COPY OF WORKORDER)</small>			
<b>PAN</b>		<b>GST NO</b>	
<b>ESIC NO.</b>		<b>EPF NO.</b>	
<b>PROFESSIONAL TAX RC NO</b>		<b>PROFESSIONAL TAX EC NO</b>	
<b>BANKING INFORMATION (attach copy of cancelled cheque/Passbook/Bank statement )</b>			
<b>BANK NAME</b>		<b>BRANCH NAME</b>	
<b>MICR CODE</b>		<b>IFSC CODE</b>	
<b>ACCOUNT NUMBER</b>		<b>ACCOUNT TYPE</b>	
<b>BRANCH CERTIFICATION</b>			
TO, THE CHIEF ACCOUNTANT RAJKOT MUNICIPAL CORPORATION			
THE ABOVE MENTIONED DETAILS FOR VENDOR REGISTRATION HAS BEEN VERIFIED WITH ORIGINAL BY US & FOUND CORRECT. ALL SUPPORTING DOCUMENTS IS ALSO ATTACHED HEREWITH.			
SIGN NAME DESIGNATION DEPARTMENT NAME			

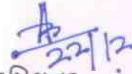
આર.એમ.સી./સી. ૩૨૪

રાજકોટ મહાનગરપાલિકા  
કમિશનર વિભાગ  
તા.૨૨/૧૨/૨૦૧૨

### પરિપત્ર:-

ઇ-ટેન્ડર પદ્ધતિ / ઓપન ટેન્ડર પદ્ધતિથી માંગવામાં આવતી ઓફરોમાં એજન્સીઓ દ્વારા ટેકનીકલ બીડમાં રજૂ કરવામાં આવતા ડોક્યુમેન્ટ્સ જેવા કે ટર્નઓવર, અનુભવના પ્રમાણપત્રો વિગેરે ખરી નકલમાં રજૂ કરવામાં આવતા નથી. આથી હવે પછીથી એજન્સીઓ દ્વારા રજૂ થતાં ટેકનીકલ બીડમાં રજૂ કરવામાં આવતા ડોક્યુમેન્ટ્સ ખરી નકલમાં અથવા સેલ્ફ એટેસ્ટેડ હોવા જરૂરી છે તેમજ જે એજન્સીનું ટેન્ડર ટેકનીકલ બીડમાં ક્વોલીફાય થાય અને ખરી નકલ ગેઝેટેડ ઓફીસર મારફત પ્રમાણિત કરાવેલ ન હોય તેવા કેસમાં તેના ઓરીજનલ ડોક્યુમેન્ટ્સ પ્રાઇસબીડ ખોલતા પહેલા ચકાસી અને ખરી નકલ રજૂ કરાવીને જ ખોલવાના રહેશે તથા આ બાબતનું શાખાધિકારીશ્રીઓએ ચુસ્તપણે પાલન કરાવવાનું રહેશે. આમ ન થયેથી પુરતી ચકાસણીને અભાવે જો કોઇ એજન્સીને ખોટા કે અધુરા આધારો સાથે કામ આપવાની ક્ષતિજનક બાબત જાણમાં આવ્યે તે ટેન્ડર ડોક્યુમેન્ટ્સની ચકાસણી કરનાર કર્મચારીશ્રીઓ તેમજ શાખાધિકારીશ્રીની જવાબદારી નક્કી કરવામાં આવશે, જેની સર્વે શાખાધિકારીશ્રીઓએ નોંધ લેવી.

ઉપરોક્ત બાબતનો અમલ તાત્કાલિક અસરથી કરવો.

  
કમિશનર

રાજકોટ મહાનગરપાલિકા

નકલ રવાના :- (જાણ અર્થે)

- નાયબ કમિશનરશ્રીઓ (તમામ)

નકલ જાણ તથા અમલવારી અર્થે :-

- સહાયક કમિશનરશ્રીઓ (તમામ)

- શાખાધિકારીશ્રીઓ (તમામ)

R.M.C./C./૧૩૨

કમિશ્નર વિભાગ,  
રાજકોટ મહાનગર સેવાસદન  
તા. ૧૦/૬/૨૦૧૩

**હુકમ :-**

**વિષય:-** ઈ-ટેન્ડર / ઓપન ટેન્ડર પદ્ધતિથી મંગાવવામાં આવતી તમામ પ્રકારની ઓફરો સાથે બિનઅધિકૃત રજુ થતાં ડોક્યુમેન્ટ્સ સામે કડક કાર્યવાહી હાથ ધરવા બાબત.

**સંદર્ભ :-** આ અગાઉનાં પરીપત્ર નં. આર.એમ.સી./સી./૩૨૯, તા.૨૨/૧૨/૨૦૧૨.

રાજકોટ મહાનગર સેવાસદનના ત્રણ ઝોનનાં તમામ વોર્ડમાં શહેરનાં વિકાસ તથા જાળવણી માટે વિવિધ કામગીરી કરાવવા ઈ-ટેન્ડર / ઓપન ટેન્ડર પદ્ધતિથી અલગ-અલગ એજન્સીઓ પાસેથી સ્પર્ધાત્મક ધોરણે અખબારી પ્રસિધ્ધિથી ભાવો ટુ બીડ સીસ્ટમ (૧) ટેકનીકલ બીડ (૨) પ્રાઈઝ બીડ થી મંગાવવામાં આવે છે.

સંદર્ભના પ્રસિધ્ધ કરેલ પરીપત્ર મુજબ તમામ ઈ-ટેન્ડર / ઓપન ટેન્ડરથી મંગાવવામાં આવતાં ભાવો સાથે ભાવ ભરનાર એજન્સીઓ / બીડરો દ્વારા ટેન્ડર બીડ માટે રજુ કરવાનાં થતાં તમામ ડોક્યુમેન્ટ્સ ફરજિયાતપણે ખરી નકલમાં અથવા સેલ્ફ એટેસ્ટેડ રજુ કરવા આદેશ કરવામાં આવેલ છે. જે સંબંધે નીચે મુજબનાં હુકમની અમલવારી તાત્કાલીક અસરથી કરવા આદેશ કરવામાં આવે છે.

(૧) તમામ ટેન્ડરકામોના ટેકનીકલ બીડ ઓપન કરતી વખતે જે ટેન્ડર બીડ ભરનાર એજન્સીઓ દ્વારા તમામ ડોક્યુમેન્ટ્સ કે તે પૈકી કોઈપણ એક ડોક્યુમેન્ટ્સ ખરી નકલમાં અથવા સેલ્ફ એટેસ્ટેડ રજુ કરેલ ન હોય તો રજુ થયેલ ટેકનીકલ બીડ ઓપન કરવાની કાર્યવાહી દરમ્યાન ટેકનીકલ બીડ ઓપન કરનાર સંબંધીત અધિકારીશ્રી / કર્મચારીશ્રીએ Disqualify પ્રકારનો રબ્બર સ્ટેમ્પ બિનઅધિકૃત રજુ થયેલ ટેન્ડરનાં તમામ પાને લગાવી ટેકનીકલ બીડમાં ટેન્ડર Disqualify ફરજિયાતપણે કરવાનું રહેશે.

જે ટેન્ડર ખરી નકલ કે સેલ્ફ એટેસ્ટેડ સાથે રજુ થયેલ નથી, તેવું ટેકનીકલ બીડમાં ધ્યાને આવ્યેથી રજુ થયેલ ટેન્ડરને Disqualify ન કરી, તે બીડરનું જો પ્રાઈઝ બીડ ખોલવામાં આવશે તો આવા પ્રાઈઝ બીડ ખોલનાર તમામ સંબંધીત અધિકારીશ્રી / કર્મચારીશ્રી સામે સખત શિક્ષાત્મક પગલાં લેવાની ફરજ પડશે.

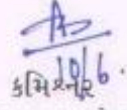
(૨) તમામ ટેન્ડરોનાં કિસ્સાઓમાં સંબંધીત ખરી નકલમાં રજુ થયેલ તમામ ડોક્યુમેન્ટ્સની મુજબ (ઓરીજીનલ) નકલ મંગાવી તેની ખરી નકલની ચકાસણી ફરજિયાતપણે સંબંધીત ડી.ઈ.ઈ.શ્રી તથા મ.ઈ.શ્રી / અ.મ.ઈ.શ્રીએ કરવાની રહેશે. જે મુજબ નકલ સાથે વેરીફાય કર્યાની સહી ફરજિયાતપણે દરેક ખરી નકલમાં સંબંધીત ડી.ઈ.ઈ.શ્રી / મ.ઈ.શ્રી / અ.મ.ઈ.શ્રીએ કરવાની રહેશે. તે પહેલાં તે ટેન્ડરની પ્રાઈઝ બીડ ઓપન કરી શકાશે નહીં. જેમાં ફરજચૂક થયેથી સંબંધીત જવાબદાર ડી.ઈ.ઈ.શ્રી / મ.ઈ.શ્રી / અ.મ.ઈ.શ્રી ની સામે કડક ખાતાકીય પગલાં લેવાની ફરજ પડશે.

(૩) ક્રમ નં. (૧) તથા (૨) મુજબની ચકાસણી કરવા છતાં જે કિસ્સામાં ટેકનીકલ બીડ ઓપન કરતાં બીડર દ્વારા કોઈપણ પ્રકારનાં ફોડ ડોક્યુમેન્ટ્સ રજુ કરી કામ મેળવવા માટે પ્રયાસ કર્યાનું સાબિત થશે, તેવા કિસ્સામાં બીડર / એજન્સીને બ્લેકલીસ્ટ કરી, આવા બીડર સામે ફરજિયાતપણે ફોજદારી કાર્યવાહી સંબંધીત શાખાના વડા તથા વીજીલન્સ અધિકારીશ્રી (પ્રોટેક્શન) દ્વારા જોઈન્ટલી ટ્રિન-૭ માં કરવા આદેશ કરવામાં આવે છે. જેની લેખિતમાં

જાણ તાત્કાલીક અત્રે કરવાની રહેશે. જેમાં ચૂક થયેથી સંબંધીત તમામ અધિકારીશ્રી / કર્મચારીશ્રી સામે કડક પગલાં લેવા ફરજ પડશે.

- (૪) સંદર્ભનો પરીપત્ર તથા આ હુકમ તમામ પ્રકારનાં ટેકનીકલ કામના દરેક ટેન્ડર પ્રસિધ્ધ કરતી વખતે ટેન્ડરનો હિસ્સો ગણી ટેન્ડરના ભાગ તરીકે પ્રસિધ્ધ કરવાનું ફરજિયાત રહેશે, તથા બીડર દ્વારા ટેન્ડરમાં પ્રસિધ્ધ થતાં સંદર્ભનાં પરીપત્ર તથા આ હુકમનાં દરેક પાને સહી સિક્કા સાથે ભરેલ ટેન્ડરની ટેકનીકલ બીડ ફરજિયાત રજુ કરવાની રહેશે.

ઉપરોક્ત હુકમનો તાત્કાલીક અસરથી ચુસ્તપણે અમલ કરવા આદેશ કરવામાં આવે છે.

  
કમિશ્નરશ્રી

રાજકોટ મહાનગર સેવાસદન

નકલ રવાના (જાણ અર્થે):-  
નાયબ કમિશ્નરશ્રીઓ (તમામ)

નકલ જાણ તથા અમલવારી અર્થે :-  
(૧) સહાયક કમિશ્નરશ્રીઓ (તમામ)  
(૨) શાખાધિકારીશ્રીઓ (તમામ)

**જોજવારી કાર્યરીતી અધિનીયમ**

જોજવારી કાર્યરીતી અધિનીયમ ૧૯૭૩ (૧૯૭૪ ના નં.૨) ની કલમ ૧૪૪ અન્વયે કાઢેલ ફુકમ

તાજેતરમાં રાજકોટ શહેરમાં ઘરફોડ ચોરીના બનાવો વધવા પામીલ છે ભુતકાળનાં રાજકોટ શહેરમાં બનેલ ઘરફોડ ચોરીના બનાવોની તપાસ કરતા તપાસમાં આવા ગુનો કરનાર (ઘરફોડીયા) પકડાયેલ છે. ત્યારે તપાસમાં આવા ગુના વાળા આરોપીઓ ગુનાના બનાવના દિવસે અગાઉ રાજકોટ શહેરમાં નવા બંધાતા ગાઠનોમાં જુદી જુદી ઓધોગીક કંપનીઓમાં, કોર્પોરેશનમાં મજૂરી કામ અને ટેલીફોન કંપનીઓ દ્વારા તથા ગેસ પાઇપ લાઇન માટે ખોદાતા ખાડાઓની મજૂરી કામ મેળવી બંધવા તેના બહાના ફેઝા આવી રીકાષ કરી આગુત્વગુની સ્થાનિક પરીસ્થિતીનુ સર્વે કરી માસીતગાર શ્રદ્ધ મિલકત સિરૂધના ગુનાઓ આચરતા હોય છે. મજૂરી કામના બહાના ફેઝા આતકવાદીઓ પણ આશરો મેળવી લેતા હોય છે જેથી શહેર જનતાની જાન-માલ (મિલકત)ની સલામતી તથા સુરક્ષા સારૂ થોડા નિયંત્રણો પુરવા જરૂરી જણાય છે.

ક્રમાંક એસ.બી./મજૂર/રાજકોટનામુ/૧૬૩૬/૨૦૧૪.  
પોલીસ કમિશ્નરશ્રીની કચેરી,  
રાજકોટ શહેર, રાજકોટ.  
તા. ૨૬/૦૪/૨૦૧૪

જેથી ફુ મોકલ ઝા (ા.પ.ક.), પોલીસ કમિશ્નર, રાજકોટ શહેર જોજવારી કાર્યરીતી અધિનીયમ (સી.આર.પી.સી.) ૧૯૭૩ (૧૯૭૪ ના નં.૨) ની કલમ ૧૪૪ અન્વયે અમોને મળેલ સલામી કામે આથી ફુ ફુકમ કરૂ છૂ કે, રાજકોટ શહેરના પોલીસ કમિશ્નર વિસ્તારમાં લેવર કોન્ટ્રાક્ટર/મુશ્કામનાઓને પોતાની પાસે જે મજૂર કામે રાખેલ હોય અને મજૂરી કામકાજ માટે સપલાય કરતા હોય તેઓએ નીચે જણાવેલ કોમ મુજબ દરેક મજૂરીના અલગ-અલગ કોમ હારી ફરજીયાત પાલે સ્થાનિક પોલીસ સ્ટેશનને જણ કરવાની રહેશે તથા મજૂરી જવાને મજૂરી કામ તથા રાજકોટ શહેર છોડી જતા રહે ત્યારે લેવર કોન્ટ્રાક્ટર/મુશ્કામને તે અંગેની જણ નામ/સરનામ્ય સક્રિતની વિગત સાથે સ્થાનિક પો.સ્ટે.પા કરવાની, રહેશે

૧	લેવર કોન્ટ્રાક્ટર / મુશ્કામ (સપલાયર) નુ પુરૂ નામ સરનામુ	--
૨	મો.નં., નંબર સક્રિત	--
૩	મજૂરનુ નામ તથા ઊં.વ.	--
૪	મજૂરનુ કાલનુ સરનામુ ટેલીફોન નંબર	--
૫	મજૂરનુ મૂળ વતનનુ સરનામુ ગામ, તાલુકો, જિલ્લો	--
૬	કાલની મજૂરીનુ સ્થળ / કંપનીનુ નામ	--
૭	મજૂરનુ વતનનુ સ્થાનિક પો.સ્ટે.નુ નામ તથા ટેલીફોન નંબર	--
૮	મજૂરના વતનના આગેવાનનુ નામ, સરનામુ, ટેલીફોન નંબર	--
૯	મજૂર અગાઉ કોઇ પોલીસ ગુનામાં પકડાયેલ હોય તો તેની વિગત	--
૧૦	કચારથી પુકાકતો / કોન્ટ્રાક્ટરે મજૂરી કામ માટે બનેલ છે	--
૧૧	મજૂરનુ ન્યોનામ માટેનુ આઇ.ડી.પુરૂ (કોટા સાથે નું)	--
૧૨	રાજકોટ શહેરમાં કઇ તારીખથી મજૂરી કામ કરે છે ? અને રજૂ તારીખે જવાની છે ?	--
૧૩	રાજકોટ શહેરમાં નજીકના સંબંધી કોઇ કોચતો તેનુ નામ, સરનામુ	--

મજૂરનો તાજેતરનો ફોટા ..... મજૂરના અંગકાલુ સિગ્નલ.....  
 મુશ્કામ/સપલાયર/કોન્ટ્રાક્ટરની સક્રિ.....  
 નામ.....

આ ફુકમ તા. ૦૧/૦૫/૨૦૧૪ થી તા.૩૦/૦૬/૨૦૧૪ સુધી અમલમાં રહેશે.

આ ફુકમનો લોગ કરનાર વ્યક્તિ વ્યક્તિય હેડ સક્રિતાની કામ પટ મુજબ શિકાંને પાત્ર થશે.

રાજકોટ પોલીસ કમિશ્નર  
 રાજકોટ શહેર, રાજકોટ.  
 તા. ૨૬/૦૪/૨૦૧૪



તમામને વ્યક્તિગત રીતે નોટીસની બજાવણી કરવી શક્ય ન હોય આથી એકતરફી દુકમ કરી જાહેર જનતાની જાણ સારું સ્થાનિક વર્તમાન પણ આકાશવાણી અને ફરદજીન કેન્દ્ર ખારકતે પ્રસિધ્ધી દ્વારા તાજ પોલીસ સ્ટેશનના પોલીસ ઇન્સ્પેક્ટર, મહત્વની પોલીસ ઇમિસર, નાયબ પોલીસ ઇમિસર તથા પોલીસ ઇમિસર કચેરીના નોટીસ બોર્ડ ઉપર દુકમની નકલ ચોટાડી પ્રસિધ્ધી કરવામાં આવશે તેમજ સંદેશકચેરી જોઇ શકાય તેવી જાહેર જગ્યાઓ ઉપર દુકમની નકલ ચોટાડી પ્રસિધ્ધી કરવામાં આવશે ગુજરાત પોલીસ એક્ટ હાથ પકડ મુજબ પોલીસ અધિકારીઓ પણ આ દુકમની જાહેરાત કરવા અધિકૃત ગણાશે.

આજ તારીખથી એપ્રિલ-૨૦૧૪ ના રોજ મારી હઠી અને સિસ્તી કરી આગેલ છે.



(મોકલ યા)  
 પોલીસ ઇમિસર  
 રાજકોટ શહેર, રાજકોટ

જાહેર જનતા:

- (૧) અગ્ર સચિવશ્રી, ગૃહ વિભાગ, ગાંધીનગર.
- (૨) પોલીસ મહાનિદેશક અને મુખ્ય પોલીસ અધિકારીશ્રી, ગુ. સ. ગાંધીનગર
- (૩) અધિક પોલીસ મુખ્ય નિદેશકશ્રી (ઈ.એ.) ગુ.સ.ગાંધીનગર.
- (૪) પોલીસ ઇમિસરશ્રી, અમદાવાદ શહેર, વડોદરા શહેર, સુરત શહેર.
- (૫) ખાસ મુખ્ય પોલીસ અધિકારીશ્રી, રાજકોટ કેન્દ્ર, રાજકોટ.
- (૬) જીલ્લા પોલીસ અધિકારીશ્રી, રાજકોટ કચેરી, રાજકોટ.
- (૭) સેલેક્ટરશ્રી, રાજકોટ શહેર.
- (૮) મ્યુનિસિપલ ઇમિસરશ્રી, રાજકોટ શહેર.
- (૯) વિચારમકશ્રી, મારીતી ખાતે રોજગરજ શહેરના જિલ્લા મુખ્ય સચિવાલય બ્લોક નં.૩, વીજા માથે, ગુ.સ. ગાંધીનગર.
- (૧૦) જીલ્લા સરકારી લકિલશ્રી, સેક્શન ઓફ, રાજકોટ.
- (૧૧) મેનેજરશ્રી, અન્યોન્ટ પેક, રાજકોટ. (સીડેડ કાગળ નાં પ્રસિધ્ધ કરવા સારું).
- (૧૨) મહત્વની પોલીસ ઇમિસરશ્રી, પૂર્વ પશ્ચિમ વિભાગ, રાજકોટ શહેર.
- (૧૩) આર્ટ.કોમિસરશ્રી, (ઈ.એ.), રાજકોટ રીક્રીમન, રાજકોટ.
- (૧૪) નાયબ પોલીસ અધિકારીશ્રી, પી.કે.સી.શ્રી, રાજકોટ જેલને જઈશન પી.એ.
- (૧૫) તમામ પો.સે.ઈન્વાર્સનીઓ, રાજકોટ રહેવાનકચેરી ચોટાડી લાઈટ સ્પીકર વાકાન દ્વારા જાહેરાત કરાવવા સારું)
- (૧૬) તમામ જનોડ તથા શાખા ઈન્વાર્સનીઓ, રાજકોટ શહેર.
- (૧૭) ઈન્ડીયન ઈન્વાર્સનીશ્રી, રાજકોટ શહેર (પાટ નકલ) વર્તમાનપત્રોને આપવી.
- (૧૮) લેવર ઇમિસરશ્રી, ... તમામ ખાતેથી સભ્યશ્રીને જાણગત કરવવા સારું

જાહેર પ્રવિનય દવાના:

- (૧) રજીસ્ટ્રારશ્રી, ડાઈરેક્ટ, ગુ.સ.સીલારીડ અમદાવાદ.
  - (૨) રજીસ્ટ્રારશ્રી, ડીસ્ટ્રીક્ટ એન્ડ સેશન્સ કોર્ટ, રાજકોટ.
  - (૩) રજીસ્ટ્રારશ્રી, સીક્રેટરી જનરલ મેજી.સી.કે. રાજકોટ.
  - (૪) રજીસ્ટ્રારશ્રી, ઘોડીશલ સેશન્સ જજ કોર્ટ, રાજકોટ.
  - (૫) એકઝીક્યુટીવ મેજી.સી. રાજકોટ શહેર
  - (૬) એકઝીક્યુટીવ મેજી.સી. રાજકોટ તબુકા
  - (૭) સચુકત મારીતી વિચારમકશ્રી, રાજકોટ.
- (સ્થાનિક વર્તમાનપત્રો, આકાશવાણી તથા ફરદજીન કેન્દ્રમાં પ્રસિધ્ધ કરવા અને વર્તમાનપત્રોની કાપડીઓ યોગ્યતા સારું)

૧૭

રા.મ.ન.પા./લીગલ/જા.નં. ૧૮૫૮

રાજકોટ મહાનગરપાલિકા

લીગલ શાખા

તા.૨૧/૨/૨૦૧૭

હુકમ:

વંચાણે : લીગલ ફાઇલ નં.૩૭૧/૨૦૧૬-૧૭

રાજકોટ મહાનગરપાલિકાની કામગીરી માટે જુદી-જુદી શાખાઓ દ્વારા કામગીરીના પ્રકારને ધ્યાને લઈ નિયમ અનુસારની પ્રક્રિયા અનુસરીને એજન્સી/સપ્લાયર/કોન્ટ્રાક્ટર સાથે જોગવાઈઓ કરાવવામાં આવે છે. મહાનગરપાલિકાની કામગીરી સંદર્ભે તૈયાર કરવામાં આવતા ટેન્ડર/કારનામામાં વખતો વખતની જરૂરીયાતને ધ્યાને લઈ આર્બિટ્રેશન (Arbitration) ની જોગવાઈઓનો સમાવેશ કરવામાં આવેલ છે.

રાજકોટ મહાનગરપાલિકાની કામગીરી માટે કરવામાં આવેલ કારનામાની શરતો અનુસંધાને અમુક એજન્સી/સપ્લાયર/કોન્ટ્રાક્ટર દ્વારા છેલ્લા કેટલાક વર્ષોથી નામદાર હાઇકોર્ટ સમક્ષ આર્બિટ્રેટરશ્રીની નિયુક્તિ અંગે પીટીશનો કરવામાં આવે છે, જેના કારણે મહાનગરપાલિકાની કામગીરીના ભારણમાં વધારો થયેલ છે, અને સંબંધિત અધિકારીશ્રીઓને વારંવાર અમદાવાદ ખાતે હાજર રહેવું પડતું હોય તેના કારણે અગત્યના પ્રોજેક્ટો સહીત કચેરીની કામગીરી તેમજ પુજાકીય કામો ઉપર વિપરીત અસર થવા પામેલ છે, તેમજ અરજદારોને હેરાન થવું પડે છે. આ અંગે કાયદાકીય, શાખાના અભિપ્રાય અને પ્રકરણની વિગતો જોતા આ કામે વૈકલ્પિક ઉપાય (alternate remedy) ઉપલબ્ધ હોય મહાનગરપાલિકાના ટેન્ડર/કારનામામાં આર્બિટ્રેશનની જોગવાઈઓને સામેલ કરવાનું ઉચિત જણાતું નથી.

આથી " રાજકોટ મહાનગરપાલિકાના કામે કરવામાં આવતા ટેન્ડર ડોક્યુમેન્ટ અને કારનામામાં આર્બિટ્રેશન (Arbitration) ને લગત જોગવાઈઓ દુર કરવાનો," અને તેના બદલે "ટેન્ડરની શરત/કારનામાની શરતના અર્થઘટન સંદર્ભે મહાનગરપાલિકાના કમિશનરશ્રીનો નિર્ણય આખરી અને બંધનકર્તા રહેશે," અને "ટેન્ડરની/કારનામાની શરતો અંગે કોઈ પણ બાબતે વિવાદ ઉપસ્થિત થયે રાજકોટની દિવાની અદાલતની હકુમત રહેશે," તેવી શરતોનો મહાનગરપાલિકાના કામ અર્થે તૈયાર કરવામાં આવતા તમામ કામગીરીના પરિપત્રો/ટેન્ડર ડોક્યુમેન્ટ તેમજ કારનામામાં સમાવેશ કરવાનો આથી હુકમ કરવામાં આવે છે.

આ હુકમનો અમલ તાત્કાલિક અસરથી ચુસ્તપણે કરવો.

નકલ રવાના જાણ અર્થે : નાયબ કમિશનરશ્રી (તમામ)

નકલ રવાના જરૂરી કાર્યવાહી અર્થે : તમામ શાખાધિકારીશ્રીઓ

કમિશનર  
રાજકોટ મહાનગરપાલિકા

2

## રાજકોટ મહાનગરપાલિકા

હિસાબી શાખા

તા. ૧૦/૭/૨૦૧૮

જા. નં - ૧૧૧૧

વિષય :

વિષય :- વેન્ડર રજીસ્ટ્રેશન અને પેમેન્ટ બિલ બાબત

રાજકોટ મહાનગરપાલિકાના એજન્સીઓ / પાર્ટીઓ / વેન્ડર્સના પરમેનન્ટ વેન્ડર્સ રજીસ્ટ્રેશન હિસાબી શાખા દ્વારા કરવામાં આવે છે. વેન્ડર રજીસ્ટ્રેશનમાં બેંક ડીટેઈલ, પાન નંબર, જી.એસ.ટી. નંબર વગેરે જેવી અગત્યની બાબતો હોય આ તમામ બાબતો (૧) રેઈટ કોન્ટ્રાક્ટના ઠરાવ તેમજ એગ્રીમેન્ટ સમયે દર્શાવવાની રહેશે (૨) નોન રેઈટ કોન્ટ્રાક્ટ / વેન્ડર વખતે ઠરાવ, હુકમ અને એગ્રીમેન્ટમાં દર્શાવવાના રહેશે. (૩) એગ્રીમેન્ટ સિવાયના કિસ્સામાં હુકમ/ઠરાવ થી સુધારો કરવાનો થાય છે.

પરમેનન્ટ વેન્ડર રજીસ્ટ્રેશન તેમજ તેના સુધારા સમયે વેન્ડર કોર્પોરેટ જરૂરી ડોક્યુમેન્ટ સાથે ઉપરોક્ત વિગતો સાથેનું એગ્રીમેન્ટ/ઠરાવ લગત શાખા અધિકારીશ્રી દ્વારા સર્ટિફાઇડ કરી આપવાનું રહેશે તેમજ આ વિગતોને આધારે બેંક પેમેન્ટ, ટી.ડી.એસ. અને જી.એસ.ટી. રીટર્ન ફાઇલ થતા હોય આ બાબતે તમામ જવાબદારી લગત શાખા અધિકારીશ્રીની રહેશે.

આ ઉપરાંત પાર્ટી/એજન્સીઓના બિલ - પેમેન્ટ વાઉચર બનાવતી વખતે પાર્ટીનું નામ, બેંક ડીટેઈલ, પાન અને જી.એસ.ટી.નંબર બિલ વાઉચર અને વેન્ડર / પાર્ટી સિલેક્શનમાં ચેક કર્યા બાદ જ લગત શાખા દ્વારા પેમેન્ટ અર્થે આગળની કાર્યવાહી માટે ચોડીટ અને હિસાબી શાખામાં મોકલવું તેમજ આ બાબતમાં કોઈ પણ પ્રકારની ભૂલ હશેતો તેની સંપૂર્ણ જવાબદારી જે શાખા દ્વારા બિલ બનાવવામાં આવેલું હોય તેના શાખા અધિકારીશ્રીની રહેશે.

નાયબ કમિશનર

રાજકોટ મહાનગરપાલિકા

નકલ અમાનવારી અર્થે:-

(૧) તમામ શાખા અધિકારીશ્રી

(૨) (૩) (૪) (૫)

તમામ ડેપુટી કમિશનર (૧) (૨) (૩) (૪) (૫)  
વે. (Civ), Mech, Elect)  
કમિશનર કાનૂની કાર્યવાહી

28/8

કમિશનર

6/8/18

(S)

C. Bhandari

**Annexure I.**

Finance Department, GR. No.: FD/MSM/e-file/4/2023/4020/D.M.O.

**Date: 11/03/2024**


(A) Guarantees issued by the following banks will be accepted as SD/EMD on permanent basis:

❖ All Nationalized Banks

(B) Guarantees issued by the following Banks will be accepted as SD/EMD for the period up to **March 31, 2025**. The validity cut-off date in the GR is with respect to the date of issue of Bank Guarantee irrespective of the date of termination of Bank Guarantee.

Sr No	Name of Banks	Sr No	Name of Banks
1	AXIS Bank	19	Kotak Mahindra Bank
2	AU Small Finance Bank	20	South Indian Bank
3	Bandhan Bank	21	Tamilnadu Mercantile Bank
4	City Union Bank	22	Utkarsh Small Finance Bank
5	CSB Bank	23	Ahmedabad Mercantile CO-op. Bank
6	DBS Bank India Limited	24	Nutan Nagrik Sahkari Bank Ltd.
7	DCB Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
8	Equitas Small Finane Bank	26	Saraswat Co-Operative Bank Ltd
9	FEDERAL Bank	27	SVC Co-Operative Bank Ltd.
10	HDFC Bank	28	The Cosmos Co-op Bank Ltd.
11	HSBC Bank	29	The Gujarat State Co-operative Bank
12	ICICI Bank	30	The Mehsana Urban Co-Op. Bank
13	IDBI Bank	31	The Surat District Co-op Bank
14	IDFC First Bank	32	The Surat People's Co. Op. Bank Ltd
15	IndusInd Bank	33	The Kalupur Commercial Co-op. Bank
16	Jana Small Finance Bank	34	Baroda Gujarat Gramin Bank
17	Karnataka Bank	35	Saurashtra Gramin Bank
18	Karur Vysya Bank		

All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.

  
(Bhavya Verma)  
Deputy Secretary (Budget)  
Finance Department

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