



## Two Part Bid

**JODHPUR VIDYUT VITARAN NIGAM LIMITED**  
**OFFICE OF THE SUPERINTENDING ENGINEER (MM&C)**  
**NEW POWER HOUSE, INDUSTRIAL AREA, JODHPUR –342 003**  
 Corporate Identity Number (CIN)-U40109RJ2000SGC016483 GST No. 08AAACJ8578R1ZJ

**TELEPHONE: 0291-2651376**

**FAX: 0291-2746539**

### **SPECIFICATION NO. JDVVNL / SE (MM&C) / TN-1550 FOR AWARD OF RATE CONTRACT FOR PHOTOCOPYING WORKS**

<b>A.</b>	NIT No.	TN-1550
<b>B.</b>	Last date for receipt of tenders	05.04.2019 up to 12:00 PM
<b>C.</b>	Date & time of tender opening	05.04.2019 at 3:00 PM
<b>D.</b>	Cost of Specification	Rs. 2,950.00 (Two Thousand Nine Hundred & Fifty only) For MSME Of Rajasthan: Rs. 1,475 (One Thousand Four Hundred & Seventy Five only)
<b>E.</b>	Processing of RISL	Rs. 1,000.00 per set (One Thousand only)
<b>F.</b>	Bid security to be deposited	General Bidder: Rs. 90000.00 Sick Unit of Rajasthan: Rs. 45000.00 SSI unit of Rajasthan: Rs. 22500.00
<b>G.</b>	Validity	120 days from the next date of opening of techno-commercial bid.

### **IMPORTANT DATES**

<b>S. N.</b>	<b>Events</b>	<b>Date &amp; Time</b>	<b>Location</b>
<b>1.</b>	Last Date of downloading of tender specifications	Up to 04.04.2019 (04:00 PM)	<a href="http://www.jdvvn.com">www.jdvvn.com</a> & <a href="http://www.eproc.rajasthan.gov.in">http://www.eproc.rajasthan.gov.in</a>
<b>2.</b>	Last Date of Deposit of cost of Tender Specifications, Processing fee & Bid Security	Up to 04.04.2019 (4:00 PM)	Office of Sr. A.O (Cash & CPC), JdVVNL , New Power House, Industrial Area, Jodhpur
<b>3.</b>	Last Date & time of submission of electronic bid	Up to 05.04.2019 (12:00 PM)	<a href="http://www.eproc.rajasthan.gov.in">http://www.eproc.rajasthan.gov.in</a>
<b>4.</b>	Opening of Technical Bid	05.04.2019 (03:00 PM)	<a href="http://www.eproc.rajasthan.gov.in">http://www.eproc.rajasthan.gov.in</a>
<b>5.</b>	Opening of Price Bid	To be intimated separately to the qualified bidders	<a href="http://www.eproc.rajasthan.gov.in">http://www.eproc.rajasthan.gov.in</a>

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1. Tender documents will be made available on e-Tendering portal [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) The bidders, in their own interest are requested to read very carefully the tender document before submitting the bid only through online on website [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) . The bidders can download bid up to 04:00 p.m. one day prior to schedule date of opening of respective bid mentioned above documents and submit their bids online up to 12:00 p.m. on schedule of respective bid mentioned above.
2. Eligible bidders should submit their bid well in advance instead of waiting till last date JdVVNL will not be responsible for non-submission of bids due to any website related problems.
3. The cost of Tender specification **Rs. 2950/-** (Rs. 1475/- for MSME)(Non-Refundable) to be paid by Demand Draft in Favour of the Sr. Accounts officer(Cash & CPC), JdVVNL, Jodhpur and tender processing fees Rs. **1000/-** shall be payable by demand draft in favour of The Managing Director RISL, Jaipur ( Non- Refundable). The bidders are required to deposit all these payments in the office of the SE(MM&C), JdVVNL, Jodhpur up to 4.00 PM one day prior to date of tendering otherwise their bids are liable to be rejected.
4. The Bid Security amount (as applicable) to be paid by demand draft/banker's cheque in favours of SR.AO(CASH & CPC), JDVVNL, Jodhpur (Payable at jodhpur) **342003 up to 4.00 p.m upto one WORKING day prior to schedule date of opening** of respective bid or Bank guarantee, in specified format, of a scheduled bank in favour of superintending Engineer (MM&C), JDVVNL, Jodhpur be deposited to the Sr. Accounts Officer (MM&C), JdVVNL, New Power House, Industrial Area, Jodhpur-342003 **up to 4.00 p.m. up to one WORKING day prior to schedule date of opening** of respective bid and obtain a receipt/acknowledgement thereof. No other mode of deposit shall be accepted. At the time of depositing the Bid Security amount or Bank Guarantee, the bidder shall also furnish self attested and duly attested by Notary, the documentary evidence of SSI unit of Rajasthan or of sick unit (as applicable) along with affidavit as per schedule VII on Non-Judicial Stamp of Rs. 100/-.

**The Bank Guarantee against Bid Security be issued by Nationalized / Scheduled Bank. The same may be accepted after confirmation by issuing Bank. If any Bid Security Bank Guarantee not is proper format / not confirmed by the issuing Bank the same would not be accepted and the bidder would be immediately shorted out from bid process.**

**SECTION- III****TECHNICAL SPECIFICATION FOR RATE CONTRACT OF PHOTOCOPYING WORK AGAINST NIT NO SE(MM&C)/TN-1550****3.01 SCOPE:**

Rate contract for Photocopying work of documents of Nigam for one year and further extendable upto one year as per rule.

**3.02 SCHEDULE OF TECHINECAL SPECIFICATION:**

The contractor shall carryout photocopying work in accordance with the following standard / conditions:

- i.) The Photocopier machines to be installed should be latest heavy duty model capable of copying 5000 clear & legible copies per day.
- ii.) The Photo copy of documents shall be provided on J.K. makes, 70 GSM Photocopier paper. The HOD (MM) shall verify the stationary used for photocopying purpose.
- iii.) Two separate Photocopier machines shall be installed at New Power House premises at two different locations.
- iv.) The required space for installation of Photocopier machines shall be provided by Nigam in its premises without any charge.
- v.) The electricity charges shall be verified by the HOD and shall be borne by contractor as per consumption recorded in sub-meter and tariff shall be applicable as per Nigam tariff under commercial category and sub-meter shall be arranged by the contractor & tested by Nigam before commencement of work.
- vi.) The contractor shall arrange the required manpower, furniture, stationary & other relevant material for Photocopying work.
- vii.) Nigam will pay no maintenance charges including accessories, if any, for Photocopying work.
- viii.) The working hours for Photocopying work shall be 9.30 AM to 6 PM during working days. Work shall be carried out on holidays, before or after working hours as and when required by the Nigam.
- ix.) Photocopying work of documents not related to Nigam's work or private work shall not be permitted in the premises of corporate office.
- x.) In case the photocopier machine fails to operate and or becomes defective for more than one hour, the same shall be intimated to contractor by concerned Nigam offices under intimation to SE(MM&C) office and the contractor shall either arrange another photocopying machine or arrange manpower to carryout photocopying work from outside so that photocopying work may not suffer otherwise recovery @ Rs. 200.00 per day shall be effected until written intimation by the contractor about proper functioning of machine and removal of defectiveness.

**3.03 SCHEDULE OF REQUIREMENT:**

Photocopying of various documents shall be carried out after getting proper requisition slip (format in Schedule- I) duly signed by the authorised person of Nigam offices. The Photocopying work shall be of good quality in all respect and clearly legible. Secrecy of documents shall be maintained while carrying out the Photocopying work. No information by any means shall be leaked or passed out to any one. Skilled staff shall be engaged by the contractor to carry out Photocopy work. Photocopy work of other than corporate offices shall not be allowed to be done on photocopiers installed in New Power House premises.

**3.04 DEPARTURE FROM SPECIFICATION:**

If the tenderer wish to depart from the specification in any respect, he should clearly state such departures indicating the reasons there of, unless this is done, the departmental specification will hold good and shall be binding on the supplier unless the departures have been approved in writing by the purchaser.

**3.05 PAYMENT:**

Payment shall be made after verification of requisition slip & bills and obtaining satisfactory performance certificates on monthly basis by Nigam offices. If bill(s) not submitted maximum up to 3 months, the order will be liable for cancellation.

**3.06 PRICES:**

The rate contract prices quoted should remain firm during the contract period. The period of rate contract shall be for one year and **can be increased or decreased as per the rules.**

**3.07 TENDERS:**

Tenderer shall furnish complete particulars of the rate contract offered by them in regard to this specification and submit the same with their tender in single copy. Failure to do so or any incomplete entry therein may prevent a tender from being consideration.

**3.08 GENERAL:**

The tenders received without complete details required as per enclosed forms/schedules are liable to be rejected.

**3.09 SCHEDULE OF RATE CONTRACT:**


Schedule of rate contract for photocopy work is enclosed. Tenderer are requested to quote the prices in the schedule IV only.

**3.10** As GST act has been effected from 01.07.2017, therefore, BOQ has been prepared accordingly with applicability of GST. Further, old tax structure wherever appearing in ITB/GCC/Specification may be replaced by GST as per notification.

Further, GST registration number of Jodhpur Discom is 08AAACJ8578R1ZJ.

**3.11** Every Micro, Small & Medium enterprises of Rajasthan shall be required to submit an affidavit in schedule-VII, along with duly filled bid document.

**SCHEDULE-I****FORMAT OF REQUISITION SLIP**

	<b>JODHPUR VIDYUT VITRAN NIGAM LIMITED</b>
<b>Date</b>	
<b>Name of Office</b>	
<b>Name of Employee</b>	
<b>TN No./PO No./Ref. No.</b>	
<b>FS/A-4/A-3</b>	
<b>No. of pages</b>	
<b>Counter sign of employee</b>	

**No other format shall be entertained and incomplete requisition slip will not be accepted for the purpose of payment.**



**SCHEDULE –IV (A)**

**(TN No.- 1550)**

**JODHPUR VIDYUT VITRAN NIGAM LIMITED**

**A Govt. of Rajasthan Undertaking**

**DEPARTURE/DEVIATION FROM TECHNICAL SPECIFICATION**

The bidder shall state under this schedule the departure from the Purchaser's specification in respect of technical is as under:-

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S.No.	Main Deviations from Technical Specification.
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Certified that we agree to all the technical specification of the NIT except for the deviation to the extent indicated above.

**(Signature)**

Name & Designation  
with seal of the bidder.



**SCHEDULE – IV – (B)**

**(TN No. – 1550)**

**JODHPUR VIDYUT VITRAN NIGAM LIMITED**

**A Govt. of Rajasthan Undertaking**

**DEPARTURE FROM COMMERCIAL TERMS & CONDITIONS OF THE SPECIFICATION**

The bidder shall state under this schedule the departure from the Purchaser's specification in respect of Commercial terms & conditions:-

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S.No.	Main Deviations from Specification.
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Certified that we agree to all the commercial terms & conditions as laid down in General Conditions of Contract to the specification except for the deviation to the extent indicated above.

**(Signature)**

Name & Designation  
with seal of the bidder.

**SCHEDULE –V****(TN No.- 1550)****LIST OF PAST RATE CONTRACT FOR PHOTOCOPYING WORK AND WORK  
ORDER IN HAND**

The tenderers shall state under this schedule whether rate contract for photocopying offered in the tender have been previously awarded to him by erstwhile RSEB or Jodhpur / Jaipur / Ajmer Discom or any other organization / Government department. A list shall be given of such rate contract orders executed by him together with information regarding the names of organizations & period of contract along with copies of orders. This list should be in form given below.

S. No.	Name of department to whom photocopying services provided	Rate Contract order no. & date	Period of Rate Contract	Remarks

**Signature of Tenderer & Seal**



**SCHEDULE –VI**

**(TN No. – 1550)**



**List of equipment and technical hand available with the firm**

The tenderer is required to furnished the following information, as enclosures with the tender.

Name and address of Contractor: \_\_\_\_\_

GST Registration No. \_\_\_\_\_

1. List of equipments available for executing of work.
2. Date of starting of organization
3. Capacity of organization.
4. Details of technical hand available for work order.
5. Manpower to be arranged in case of order.
6. Furniture and other equipment, in case of order.

Note: - We agree for inspection of premises/verification of documents by the representative of Nigam if required.

**Signature of Tenderer & Seals**

Schedule – VII

Format of Affidavit  
(ON NON JUDICIAL STAMP OF RS. 100/-)

I \_\_\_\_\_ S/o \_\_\_\_\_ Aged \_\_\_\_\_ Yrs. \_\_\_\_\_  
Residing at \_\_\_\_\_ Proprietor/Partner/Director  
of M/s \_\_\_\_\_ do hereby solemnly affirm and declare that:

(a) My/Our above noted enterprise M/s \_\_\_\_\_ has been issued  
acknowledgement of Entrepreneurial Memorandum Part II by the District Industries  
Centre \_\_\_\_\_. The acknowledgement No. is \_\_\_\_\_ dated  
\_\_\_\_\_ and has been issued manufacture of following items:

Name of Items	Production Capacity (Yearly)
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- (i)
- (ii)
- (iii)
- (iv)
- (v)

(b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part-II has  
not been cancelled or withdrawn by the Industries Department and that the enterprise is  
regularly manufacturing the above items.

(c) My/Our enterprise is having all the requisite plant and machinery and is fully equipped  
to manufacture the above noted items.

Place \_\_\_\_\_

Signature of  
Proprietor/Director Authorized Signatory  
With Rubber Stamp and date

**GENERAL**  
**Amendments in GCC & ITB**

- 1) Wherever EMD and Security Bank Guarantee (SBG), are appearing in the ITB, GCC & other Bidding Documents, same is hereby replaced by BID SECURITY as under:-

**BID SECURITY**

**Bid security shall be 2% of the estimated value of subject matter of procurement put to bid. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids.**

**The Bid Security amount (as applicable) to be paid by Demand Draft/Banker's Cheque in favour of SR. AO (CASH & CPC), JDVVNL, Jodhpur (payable at Jodhpur) 342003 upto 4.00 p.m. upto one WORKING day prior to schedule date of opening of respective bid or Bank Guarantee, in specified format, of a scheduled bank in favour of Superintending Engineer (MM&C), JDVVNL, Jodhpur, be deposited to the Sr.Accounts Officer (MM&C), JDVVNL, New Power House, Industrial Area,Jodhpur-342003 upto 4.00 p.m. upto one WORKING day prior to schedule date of opening of respective bid and obtain a receipt/acknowledgement thereof. No other mode of deposit shall be accepted. At the time of depositing the Bid Security amount or Bank Guarantee, the bidder shall also furnish self attested and duly attested by Notary, the documentary evidence of SSI unit of Rajasthan or of sick unit (as applicable) along with affidavit as per schedule VII on Non-Judicial Stamp of Rs. 100/-.**

The Bank Guarantee against Bid Security be issued by Nationalized / Scheduled Bank. The same may be accepted after confirmation by issuing Bank. If any Bid Security Bank Guarantee not in proper format / not confirmed by the issuing Bank the same would not be accepted and the bidder would be immediately shorted out from bid process.

The Micro, Small & Medium Scale Industries of Rajasthan and sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR) shall furnish self-attested documentary evidence duly attested by Notary to claim the above.

- 2) Wherever Performance Bank Guarantee (PBG) and Composite Bank Guarantee (CBG) are appearing in the ITB, GCC & other Bidding Documents, same are hereby replaced by PERFORMANCE SECURITY as under:-

**PERFORMANCE SECURITY**

- (i) Performance security shall be solicited from all successful bidders except the department's of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

**(ii) In case of procurement of works, the successful bidder at the time of signing of the contract agreement, may submit option for deduction of performance security from his each running and final bill @10% of the amount of bill.**

**3) VENDOR REGISTRATION**

The relaxation/exemption given to the registered vendors of the Nigam in respect of EMD/SBG, wherever appearing in the ITB, GCC & other Bidding documents, are hereby WITHDRAWN.

**4) The indirect taxes i.e. Excise Duty, Service Tax, VAT/CST, Entry Tax etc. mentioned in G.C.C., may now be read as G.S.T.**

**5) Due Date of payment:**

**Payment shall be due and payable by the purchaser in accordance with the provision of the contract within a reasonable period from the date of receipt of each invoice by the contractor / supplier duly supported by a certificate of the Engineer. The purchaser will take all possible effort to make payment to the contractor / supplier generally on 45<sup>th</sup> day after receipt of duly verified challans / receipts / bill in the office of paying authority (Sr. Accounts Officer (Cash &CPC) Jodhpur Discom, Jodhpur / Concerned Circle Accounts Officer) and completion of contractual formalities. But in case of delay in payment the purchaser shall not be liable to pay any interest on the outstanding amount to the contractor / supplier**

Bank Guarantee No. \_\_\_\_\_.  
**Security Amount :** \_\_\_\_\_.  
**Issued on dated :** \_\_\_\_\_.  
**Valid upto :** \_\_\_\_\_.  
**Claim upto / Grace period:** \_\_\_\_\_.

**PERFORMA OF BANK GUARANTEE FOR BID SECURITY**

**(Bank Guarantee in lieu of bid Security on non-judicial Stamp Paper of Rajasthan State of 0.25% of the B.G. value or Rs.25,000/-, whichever is less)**

To,

**The Superintending Engineer (MM&C),  
 Jodhpur Vidyut Vitaran Nigam Limited,  
 Jodhpur.**

1. Whereas \_\_\_\_\_ (name of the Bidder) (hereinafter called “the Bidder”) has submitted its bid dated \_\_\_\_\_ (date of submission of bid) for \_\_\_\_\_ (name of contract/ name of the material with Bid no. / TN No. \_\_\_\_\_) (hereinafter called ‘the Bid’).
2. **KNOW ALL PEOPLE** by these presents that WE \_\_\_\_\_ (name and address of branch of Bank ) of \_\_\_\_\_ (name of country), having our registered office at \_\_\_\_\_ (addresses of bank) (hereinafter called ‘the Bank’), are bound unto \_\_\_\_\_ (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of Rs. \* \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.
3. **THE CONDITIONS** of this obligation are :
  - i. If the bidder withdraws its Bid during the period of bid validity specified by the Bidder in the Bid Form; or
  - ii. If the bidder refuses to accept the correction of error in his Bid; or
  - iii. If the bidder, having been notified of the acceptance of its Bid by the purchaser during the period of bid validity:
    - a. Fails or refuses to execute the Contract Agreement within the time specified in purchase / work order, if required, or
    - b. Fails or refuses to furnish the performance security within the time specified in purchase / work order in accordance with the GCC, or
    - c. Fails to commence supply of goods or services or execute work as per purchase / work order within time specified.
  - iv. If the bidder breaches any provision of the Code of integrity specified in the RTPP Act and Chapter VI of the RTPP Rules.
4. We undertake unconditionally and irrevocably to guarantee as primary obligator and not as surety merely to pay to the purchaser a sum of Rs. \_\_\_\_\_ (in words Rs. \_\_\_\_\_) upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or all of the above three conditions specifying the occurred condition or conditions.

5. The decision of the Superintending Engineer (MM&C), Jodhpur Vidyut Vitaran Nigam Limited, Jodhpur shall be final whether breach has been committed on the right to demand the amount of guarantee from us which has accrued to the purchaser.
6. This guarantee shall not cease or determine, if the purchaser grants time or indulgence or vary the terms of the contract with the Contractor or without our consent or knowledge.
7. The guarantee herein contained shall not be affected by any change in the constitution of the Contractor.
8. We \_\_\_\_\_(Bank Name) further undertake not to revoke this guarantee during its currency except with the previous consent of the Superintending Engineer (MM&C), Jodhpur Vidyut Vitaran Nigam Limited, Jodhpur.
9. All disputes arising under the said guarantee between the Bank and the Nigam or between the Contractor and the Nigam pertaining to the guarantee, shall be subject to the jurisdiction of the Courts in Jodhpur, Rajasthan alone.
10. This guarantee will remain in force up to and including one hundred eighty (180) days after the date of the opening of bids, i.e. upto \_\_\_\_\_, with a further grace period of Ninety (90) days and any demand in respect thereof should reach the Bank not later than the above date.

**Yours faithfully,  
Bankers (EXECUTANT)**

**Signed by the above named Bank in presence of :  
(signature with full Name and Address)**

**Witness :**

1. \_\_\_\_\_.
2. \_\_\_\_\_.

**Attested by Notary Public, First Class Magistrate or directly confirmed by the executing Bank.**

**\* The Bidder should insert the amount of the guarantee in words and figures denominated in the currency of bid.**

**Note : In case the bid is submitted by a Joint Venture, the Bid Bank guarantee shall be in the name of Lead partner or in the name of joint venture partners submitting the Bid covering all the partners of the joint venture.**

IMPORTANT INSTRUCTION

As discussed following instructions/clarifications are required to be incorporated in the tender specification:

1. All the intending bidders are requested to submit hard copy of all the document(s), uploaded on the e-procurement web-portal, in a sealed envelop in the office of the SE (MM & C), JdVVNL, Jodhpur. This sealed envelop shall be opened on the same date of bid opening i.e. on website of e.proc.rajasthan.
2. Bidders are requested to read the bid documents very carefully and upload their bid well in time. Please note that in the event of shortcoming in any tender document(s), the bid is likely to be rejected.
3. At the time of accepting counter offer given or at the time of negotiation, bidders change the quantity of original offer & give the conditional acceptance of counter offer which is not in accordance with RTPP rules and Act therefore Negotiation with the bidders or counter offer given to bidder shall be accepted in terms of price only. Restriction on quantity to be supplied or any other conditional offer shall not be accepted. If any conditional offer is given then that bidder shall be treated for violation of the code of integrity in terms of sec 11 of RTPP Act and Rule 80 of RTPP Rules and action shall be taken against defaulter bidder in accordance with RTPP Rules and Act.
4. In case of bid security deposited, the firm deposits lesser security than the required amount, bid shall be rejected.
5. As per notification SO 165 issued by Fin. Dept. dt. 19.11.2015 on reference to RTPP rules, "clause 8(A)" bidding document shall be provided to MSME at 50% of prescribed cost.
6. RTPP Act 2012 & RTPP rules 2013 shall be applicable for the procurement process.
7. A declaration regarding debarment/blacklisting/code of integrity shall be given by bidder in Annx- 'A' .

ANNEXURE-A

SELF ATTESTED UNDERTAKING TO BE GIVEN ON FIRM'S LETTER HEAD

We, the undersigned declare that:

1. Our firm, its affiliates of subsidiaries including any subcontractor or suppliers for any part of the contract have not debarred by the state government or the procuring entity or a regulatory authority under any applicable law.
2. We declare that we have complied with and shall continue to comply with the provision of the code of integrity including conflict of interest as specified for bidders in the RTPP Act 2012, RTPP Rules 2013 and the bidding document during the procurement process and execution of contract till completion of all our obligation under contract.

Firm's Name  
Seal & Signature