



# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

## OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur 302005

IT CENTRE, CHAMBAL POWER HOUSE PREMISES JAIPUR

Phone: +91-141- 2293713(Ext.11010) Email-sc.mis@rvpn.co.in

ISO 9001:2008 Certified Company

No. RVPN/SE (MIS & IT )/XEn-3/F.73 /AMC of LAN/18-19/TN 5/D.493 date: 10-07-18

### OPEN NOTICE INVITING TENDER

Sealed tenders are invited from experienced and reputed firms/contractors for execution of following works as per our specification for one year.

S N o.	TN. no	Item particulars	Estimated cost of the work in Rs.	Tender specification cost in Rs.	EMD in Rs.	Date of opening
1.	<b>RVPN/SE/ MIS&amp;IT /AMC LAN/TN- 5</b>	AMC of existing LAN infrastructure available at various offices of RVPN at Vidyut Bhawan, IT Centre, MM Building, Xen (T) JMC building, Protection / Civil Wing at Chambal Power House premises Jaipur" for 12 months ( One Year)	Rs.3 ,96,691 /-	1180/- with GST.	7934/	27.7.18

The detail of this NIT is available in tender documents which may be downloaded from our website '[www.rvpn.co.in](http://www.rvpn.co.in)' & 'SPPP Portal' or may be received from o/o the S.E.(MIS&IT) RVPN,IT Centre,Chambal Power House, RVPN Jaipur. The details about tender specification cost & EMD of tender may visit website '[www.rvpn.co.in](http://www.rvpn.co.in)' & at '<http://energy.rajasthan.gov.in>

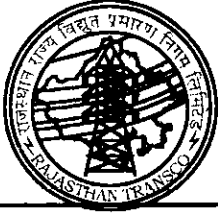
Copy of the specification (Non-transferable) can be obtained from the office of the undersigned by remitting the cost (Non-refundable) as specified above either by **cash deposited in the** o/o Sr.Accounts Officer (EA Cash) Vidyut Bhawan RVPN Jaipur or DD/Banker Cheque in favour of Sr.Accounts Officer (EA Cash) RVPN Jaipur. The tender will be received up to 3.00 PM on the date specified above and will be opened on the same day at 3.30 PM in the presence of the tenderers representative. Purchase of specification is essential condition for participating in the tender.

  
Superintending Engineer (MIS&IT)  
RVPN Jaipur

Copy submitted/forwarded to the following for information:-

1. The Addl. Chief Engineer (IT), RVPN, Vidyut Bhawan Jaipur.
2. The Sr. Accounts Officer (Civil)/EA-Cash), RVPN, Vidyut Bhawan, Jaipur.
3. The XEN-3 (MIS&IT), RVPN, Vidyut Bhawan Jaipur.
4. Assistant secretary ( Estt -III ) RVPN, Vidyut Bhawan Jaipur),
5. SPPP Portal, GoR./Notice board .
6. Web Admin. IT Centre, Chambal Power House RVPN, Jaipur for uploading on RVPN web Site.

  
Superintending Engineer (MIS&IT)  
RVPN Jaipur



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)

IT Centre, Hawa Sarak, Sodala Jaipur-302006  
Phone No. 2393814 Email: se.mis@rvpn.co.in

NO: RVPN / SE (MIS&IT) / XEN-3 / F. 73. / AMC of LAN / D. **494** Date. **10.7.18**

**NIB No- TN 5 / 2018-19**

Scaled quotations are hereby invited from all reputed contractors/persons/bidders for AMC work of existing LAN infrastructure at various offices of RVPNL at Vidyut Bhawan, IT Centre, MM Building, Xen (T) JMC building, Protection / Civil Wing at Chambal Power House premises Jaipur for 12 months (One Year). The schedule of dates is as under:

S.N.	Activity/Milestone	Date/Details
1	Date of release of Open NIB	<b>10.7.18</b>
2	Cost of Bid Document (non refundable)	Rs. 1000 + GST @18%= Rs.1180/
3	Earnest Money Deposit (EMD)/Bid Security @2% of Contract Value	Rs. 7934/-
4	Estimated Cost	Rs. 3,96,691/-
5	Bid Submission Start Date	<b>10.7.18</b>
6	Bid Submission End Date & Time	<b>27.7.18</b> at 3.00 pm
7	Bid (Techno-commercial) Open Date & Time	<b>27.7.18</b> at 3.30 pm
8	Website for downloading Bid Document	<a href="http://www.energy.rajasthan.gov.in">http://www.energy.rajasthan.gov.in</a> <a href="http://www.sppp.co.in">http://www.sppp.co.in</a>
9	Bid Price Validity period	90 days from the date of opening of bid

Queries related to bid may be e-mailed to: se.mis@rvpn.co.in

Superintending Engineer (MIS&IT)

RVPN, Jaipur

**TENDER FORM**

From .....

.....

.....

To,

**The Superintending Engineer (MIS&IT)  
RVPN , IT CENTRE, Chambal Power House  
Jaipur.**

Dear Sir,

I/We offer the services detailed in the schedule and agree to hold this letter open up to **90** days from the date of opening of the tender. I/We shall be bound by a communication of acceptance dispatched within the aforesaid period.

I/We have understood the instructions and conditions for the contract pertaining to the above mentioned tender and have thoroughly examined the specifications patterns quoted in the schedule and are aware of the store/services required and my/our offer is strictly in accordance with requirement.

Copies of the necessary certificates as asked for in the terms and conditions have also been enclosed with the tender.

A CASH deposited in the O/o of the Sr. AO (EA & CASH ) RVPNL Vidhyut Bhawan , JAIPUR or DD / Banker Cheque bearing sr. no. .... dated ..... Issued by ..... for Rs. 7934/ (Seven Thousand Nine hundred thirty Four only ) in favor of the Sr. AO (EA & CASH ) RVPNL Vidhyut Bhawan , JAIPUR is enclosed as Earnest Money deposit .

Signature.....

NAME.....

ADDRESS.....

PHONE NO.....

E-mail id .....

SEAL

*Handwritten signature and initials*

**TENDER DOCUMENT**

[ No. RVPN/S.E.(MIS&IT)/F.73(Open NIT)/AMC OF LANE /Yr.18-19 /TN-5

Scaled Open tender are invited in One Cover bid system (Pre-qualification bid and Price bid) for “AMC work of existing LAN infrastructure available at various offices of RVPN at Vidhut Bhawan /IT Centre/ MM & JMC Building/ Protection & Civil Wing Chambal Power House premises, Jaipur for one year”.

**Name and address of Tenderer**

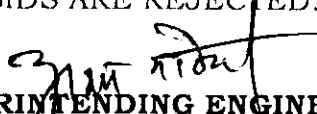
M/s.....  
.....  
.....  
.....

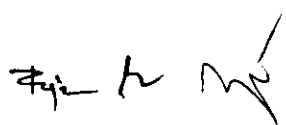
Date for receiving the Tender: up to date . **27.7.18**... at 3.00 P.M at IT Centre Chambal Power House RVPN Jaipur.

Date & Time of opening the Tender: date **27.7.18** at 3.30 P.M (Pre-qualification bid and Price bid-One Cover) at **The Superintending Engineer (MIS&IT) RVPN IT CENTRE, Chambal Power House Jaipur .**

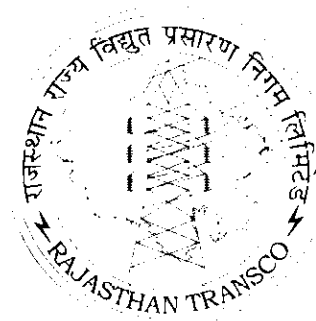
**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. THE SUPERINTENDING ENGINEER (MIS&IT) RVPN JAIPUR RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. THE SUPERINTENDING ENGINEER (MIS&IT) RVPN JAIPUR WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATION TO THE AGENCIES WHOSE BIDS ARE REJECTED.

  
**SUPERINTENDING ENGINEER (MIS&IT)**  
**IT CENTRE, CHAMBAL POWER HOUSE PREMISES**  
**RVPNL JAIPUR**  
**Phone- 0141-2293814,E-mail-se.mis@rvpn**



# RAJASTAHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED



NIT/ No/ RVPN /SE (MIS&IT ) / XEN -3 /AMC /LAN /TN- 5

## BIDDING DOCUMENTS

FOR

“AMC work of existing LAN infrastructure available at various offices of RVPN at Vidhyut Bhawan /IT Centre/ MM & JMC Building/ Protection & Civil Wing Chambal Power House premises, Jaipur for one year”.

Date & time of opening of Bid: Date 27.7.18 Time 3.30 PM

Venue / Place for submitting : Superintending Engineer (MIS&IT )  
RVPNL,IT Centre Chambal Power House Premises Jaipur

Venue for Opening of Bid: Superintending Engineer (MIS&IT)  
RVPN ,IT Centre Chambal Power House Premises Jaipur .

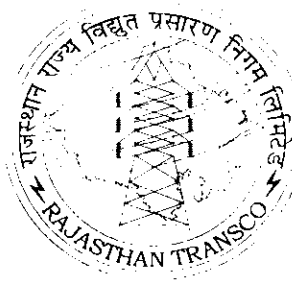
Estimated cost :- Rs.3,96,691/-

Cost of Specification: Rs.1000 /-, + GST @18% Rs.180 = Total Rs. 1180/-

EMD:- A CASH deposited in the o/o of the Sr. AO (EA & CASH ) RVPNL Vidhyut Bhawan , JAIPUR or DD / Banker Cheque bearing sr. no. .... dated ..... Issued by ..... for Rs. 7934/ (Seven Thousand Nine hundred thirty Four only ) in favor of the Sr. AO (EA & CASH ) RVPNL Vidhyut Bhawan , JAIPUR is enclosed as Earnest Money deposit .

*[Handwritten signatures]*

# RAJASTAHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED



NIT No. RVPN /SE (MIS&IT )/XEN-3 / AMC of LAN /TN-5

## BIDDING DOCUMENTS

FOR

“AMC work of existing LAN infrastructure available at various offices of RVPN at Viduyut Bhawan /IT Centre/ MM & JMC Building/ Protection & Civil Wing Chambal Power House premises, Jaipur for one year”.

**BID DOCUMENTS CONSIST OF THE FOLLOWING VOLUMES**

**SECTION - I: INSTRUCTIONS TO TENDERERS, PRICE SCHEDULE.**

**SECTION – II: CONDITION OF CONTRACT**

### SECTION – I

#### 1. INSTRUCTIONS TO TENDERERS

##### 1.1 INTRODUCTION:

The tenderer, in his own interest, is requested to read very carefully these instructions and the terms and conditions as incorporated in Section-I & Section-II before filling the tender form. If he has any doubts as to the meaning of the specification or any portion thereof, he shall before submitting the tender, at once furnish them to the Superintending Engineer (MIS&IT), RVPNL , IT Centre Chambal Power House, Jaipur in writing at least 7(Seven) days before the specified date of submission/opening of tenders in order that such doubts may be removed.

Submission of the tender shall be deemed to be the conclusive proof of the fact that the tenderer has acquainted him-self and is in agreement with all the instructions, terms and conditions governing the specification, unless otherwise specifically indicated/commented by him

in the prescribed schedule of deviation to be submitted with his tender.

## **1.2 FILLING OF TENDERS:**

- 1.2.1 Tenders shall be submitted offline in the forms attached hereto and all blanks in the tender and the schedules of the specification shall be duly filled in. The completed form(s), schedule(s) shall be considered as part of the contract documents in case of successful tender(s).
- 1.2.2 No addition/alternation should be made in the form of the tender specification and schedules. The tenderer must comply entirely with the specification. The deviations mentioned elsewhere in the offer will not be accepted. The printed terms and conditions of firms, if any, attached with the tender will not be considered as part of tender and will be summarily rejected.
- 1.2.3 The tender and all accompanying documents shall be in English Language and shall be signed by authorized person. The name, designation and authority of the signatory shall be stated in the tender.
- 1.2.4 Tenders should be filled in only with ink, ball pen or typed. Tender filled in by pencil or likewise, shall not be considered.
- 1.2.5 All additions, alterations and over-writings in the tender must be clearly authenticated and signed by the signatory to the tender. All cutting / over-writing in figures of tendered documents should also be clearly indicated in the words & should be duly signed by the authorized signatory.
- 1.2.6 The bidders are required to furnish the clarification / confirmation / documents if sought subsequent to opening of bid within specified time failing which the purchase case shall be decided / awarded on the basis of available information only. The entire responsibility of bid being ignored on account of delay in furnishing of desired information / documents shall be of the bidder.
- 1.2.7 The Purchase Officer will not be responsible to accept any cost involved in the preparation or submission of tenders.
- 1.2.8 The tender / offer shall be submitted/furnished in as prescribed complete Bid Documents in the o/o the SE(MIS&IT) RVPN ,IT Centre Chambal Power House Jaipur on or before the date of opening of Bid in the following manner:-

a) First envelope/cover shall contain "EARNEST MONEY DEPOSIT & FEES" with proof of depositing the earnest money deposit (DD/CASH RECEIPT), Tender Document/specification cost.

b) Second envelope/ cover shall contain "TECHNO-COMMERCIAL&"FINANCIAL/ PRICE BID". The tenderer is required to furnish all relevant bid documents, the Price Schedules, as per Specification including documents in support of qualifying requirement and their addendum/corrigendum, if any, along with details required in various schedules, so that the Purchase Officer may be able to examine whether the offer submitted is meeting the requirements of the techno-commercial and financial terms and conditions of specification.

This price bid shall include submission of details of prices as per price schedule of the specification. The price bid will be opened on the scheduled date in respect of those tenderers whose offers are found/adjudged technically and commercially acceptable. The date of

*Handwritten signatures and initials at the bottom of the page.*

opening of "PRICE BID" shall be the same day at opening of this tender in due course of time. Deviation of any kind shall not be quoted in price bid. If found quoted, the same shall be ignored.

d) All the relevant Bid document shall be uploaded on RVPN portal (<http://www.rvpn.co.in>) & SPPP Portal in separate covers (First, Second as described above) and shall be submitted in hard copy by the tenderer as per tender schedule.

e) The tenderer shall also ensure that his tender is furnished/ submitted strictly in the manner detailed in the specification.

1.2.9 All tenders and accompanying document/ schedules should be addressed to the Superintending Engineer (MIS&IT), RVPN Ltd., IT Centre Chambal Power House, Jaipur - 302005(Raj.).

1.2.10 Tenderers shall indicate in their bid the name and complete address of excise authorities under whose jurisdiction their office falls.

1.2.11 Telegraphic tenders/quotations or tender given in the form other than prescribed Bid document will not be considered.

### **1.3 EARNEST MONEY:**

1.3.1 **The offer shall be submitted with the required Earnest money deposit in the form of 100 % amount as DD/ Banker Cheque in the name of the Sr.Accounts Officer (EA-Cash), RVPN, Vidyut Bhawan, Jaipur or cash deposited in the o/o the Sr.Accounts Officer (EA-Cash), RVPN, Vidyut Bhawan, Jaipur.**

1.3.2 Any tender not accompanied by a valid Earnest Money Deposit, shall be rejected and the tender will not be opened.

1.3.3 In case of unsuccessful tenderer (s), the EMD/Bid security shall be refunded soon after final acceptance of successful bidding signing of agreement and submitting performance security.

In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

1.3.4 Request for adjustments/proposals for acceptance of Earnest Money deposit (if any) already lying with the RVPN in connection with some other tenders/orders shall not be entertained.

1.3.5 No interest shall be payable on such Deposits.

1.3.6 The Purchasing Authority reserves the right to forfeit Earnest Money Deposit in circumstances which, according to him, indicate that the tenderer is not earnest in accepting/executing any order placed under the specification.

### **1.4 RECEIPT AND OPENING OF TENDERS:**

1.4.1 Tenders shall be received offline in following two covers:

*ci* *File 1* *2*



First Cover: Earnest Money Deposit Documents & Tender Document/specification Cost .


Second Cover: Techno-Commercial Bid Documents and Financial/ Price Bid Documents

The Complete Bid documents can be downloaded from the RVPN Web Site 'OR' SPPP Portal "OR" can be received directly from o/o the SE(MIS&IT) RVPN , IT Centre Jaipur with submission of tender Document Cost and submit in two envelop as above on or before the prescribed tender submission date and time. **This Open Bid notification will be exhibited on SPPP Portal & RVPN Web Portal for wide publicity.** First Cove rdocuments i.e Earnest Money Deposit Documents & Tender Document/specification Cost in original shall be sealed in a single envelope duly superscripted "EARNEST MONEY DEPOSIT & Tender Document/specification Cost against NIT No . 5 to be opend on **dated " 27.7.18 "**". The same shall be submitted/ delivered in the office of the Superintending Engineer (MIS&IT), Rajasthan Rajya Vidyut Prasaran Nigam Ltd., IT Centre Chambal Power House, JAIPUR - 302005 (Raj.) on or before the prescribed date and time of submission of tender.

- 1.4.2 Tenderer should carefully view/note the last date of submission/ opening schedule i.e. date and time for tender to be submitted in the o/o the SE(MIS&IT) RVPN , IT Centre Chambal Power House Jaipur . Tenderers are advised to submit their tenders/bids well in time. In no case time extension on such pretext shall be entertained by Nigam.
- 1.4.3 The tenders (Techno-Commercial& Financial bid documents) will be opened at o/o Superintending Engineer (MIS&IT ) RVPN ,IT Centre Chambal Power House Premises ,Hawa Sarak , Jaipur - 302005 (Raj.) on the prescribed date and time in the presence of such tenderers or their authorized representative who choose to be present.
- 1.4.4 The deadline for submission of Bid would be 15 days (Approx.) from the date of first publication of notice inviting bid in SPPP Portal/website etc.

#### 1.5 SIGNATURE OF TENDERER:

The tender must contain the name, designation and place of business of the person or persons making the tender and must be signed and sealed by the tenderer with his usual signatures. Tender by a partnership firm must be furnished with the full names of all the partners and should be signed with the partner's name by one of the members of partnership or by an authorized representative indicating the signatures and designations of the person or persons signed with the legal entity of the Corporation/Companies by the Chairman or by the Secretary or by other person or persons authorized to bind the Corporation/Company in the matter. The tenderer should sign the tender form/bid at the end of each page.

Page 2 

## 1.6 VALIDITY OF OFFERS:

Tenders shall be valid for a minimum period of **90** days from the date of opening of Techno-Commercial & Financial bid documents. Tenders mentioning a shorter validity period than specified are likely to be ignored.

## 1.7 ELIGIBLE BIDDERS (QR):

1.7.1 This Invitation for Bids, issued by the Nigam is open to all firms either registered in CPF/EPF/GST i.e. central Excise Board or other including company (ics), Government owned, Enterprises registered OR' incorporated in India as per Companies Act, 1956, barring Government Department as well as foreign bidders/MNCs not registered and incorporated in India and those bidders with whom business is banned by the Nigam.

1.7.2 The Bidder, directly or indirectly shall not be a dependent agency of the Nigam.

1.7.3 The other qualification requirements for the eligibility of the bidder are detailed as under:

S. No.	Bidder Qualification Requirement/ Condition	Documents to be submitted by Bidder in Support
1.	<b>Technical Criteria:</b>	
	<b>I.</b> The bidder must have experience for carrying out work of AMC of LAN in last three years in <b>at-least 1 (one) Govt. Deptt./PSUs/Pvt. Organization having value of more than Rs.1 lacs in a financial year. (Please attach the copy of the work order/Experience/performance Certificate/ issued by the organisation where AMC work has been done or furnish the CA certificate with his membership No and duly sealed and signed).</b>	Bidder is required to furnish the Performance Certificate for successfully fulfilling the criteria from the Utility / Govt/ Pvt Organization etc.  Supporting Documents are required to be submitted by bidder
	<b>II.</b> The bidder must have at least <b>3</b> technical skilled personnel's on its permanent roll having full knowledge and experience of work related to AMC of LAN. <b>The list along with the qualifications of such technician/personnel has to be furnished with the Bid.</b>	Supporting Documents are required to be submitted by bidder
	<b>III.</b> For the purpose of arriving at L1, the total amount in the column H (Last Column) of the G/Price schedule shall be considered.	
	<b>IV.</b> The ITR/ The Balance sheet/ P&L	Supporting Documents are required to be submitted by

*[Handwritten signature]*

	<p>account for the last two years should be submitted along with tender.</p> <p><b>V. All the firms should be registered in any govt. department /RVPN etc.</b></p> <p><b>VI.</b> The vendor should be having annual turnover for service contracts at least of Rs. 5 Lacs in any financial year in last three year .</p>	bidder
2.	<p><b>Other Documents:</b></p> <p>I. PAN Card / Mob. No / e-mail id / address proof etc..</p> <p>II. GST Registration Number</p> <p>III. Legal Status of firm, Place of Registration, Principal Place of Business of Company.</p> <p>IV. Official Address along with Contact Details</p> <p>V. Income Tax Clearance Certificates (ITCC)/ years..</p> <p>VI. EPS Registration Certificate .</p>	Supporting Documents are required to be submitted by bidder.

*Fayaz*

## Estimated Price Schedule

S No.	Location/Details of LAN & Network Patch Panel	Qty.	Rate per item (Rs.) per month	Amount per month (Without taxes) (Rs.)	GST (@ 18% at per month amount) (Rs.)	Total amount (Rs.) per month	Amount per year (Inclusive all taxes)- both in Figures & words (Rs.)
	a	b	c	e=b*c	f=0.18*e	g= (e+f)	H g*12

**AMC of existing LAN infrastructure including material at various locations of RVPN at Jaipur for one year**

**Vidyut Bhawan comprising of Ground Floor, First, Second, Third, Fourth Floors.**

1	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches, I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	527 Nos					
	ii). Network Patch Panel- 24 Port	28 Nos					

**Vidyut Bhawan comprising of 14 Nos. Sheds.**

2	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches, I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	199 Nos					
	ii). Network Patch Panel- 24 Port	12 Nos					

*d. P. S.*

**IT Centre, Chambal Power House, Jaipur**

3.	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches,I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	110 Nos					
	ii). Network Patch Panel- 24 Port -4 Nos.	4 Nos					

**Various offices of Chambal Power House -SE/XEN/AEn/JEn(Prot./Comm.), SE/XEN JEn/AEn(Civil).**

4	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches,I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	24 Nos					
	ii). Network Patch Panel- 24 Port -1 No.	1 No.					

**MM Building, Ram Mandir, Old Power House Jaipur**

5	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches,I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	132 Nos					
	ii). Network Patch Panel- 24 Port -7 Nos.	7 Nos					

**JMC-Training Centre, Kabir Marg, Jaipur**

6	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches,I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included )	50 Nos					
	ii). Network Patch Panel- 24 Port -4 Nos.	4 Nos					

*Signature*

**Civil Wing, Protection Wing Building, Chambal Power House**

7	i). AMC of Local Area Network(LAN) (Cost of CAT-6 cable, I/O switches, I/O Plate/Box patch cord, conduit pipe etc.& other items for LAN system included	118 Nos				
	ii). Network Patch Panel- 4 Nos.-24 Port, 1 No-16 Port.	5 Nos				
<b>Sub Total (1+2+3+4+5+6+7) / Rate for deciding for L-1</b>						

Note:-For the AMC Items Indicated at S.No 2 (Vidyut Bhawan comprising of 14 Nos. Sheds ) quantity will be decreased in future.

NOTE:-1.The rates quoted shall be firm are inclusive of all taxes and duties applicable.  
2. If any overwrite done then initial/sign will be done by the firm.

  
Superintending Engineer(MIS&IT)  
RVPN Jaipur

Seal & Sign of Firm  
  
  


## SECTION - II

### CONDITION OF CONTRACT

#### Terms & Conditions:-

##### 1. Scope of Work:-

The scope of work has been mentioned in G-Schedule. The contractor shall take up the work as per the G-Schedule/Price Schedule enclosed. **All material & T&P required for maintenance of existing LAN infrastructure available at various offices of RVPN at Vidyut Bhawan/IT Centre/MM Building/Chambal Power House/Civil Wing Jaipur will be provided by the contractor on his own cost except Computer Hardware and Network Switches.**

- (i) The LAN Network along with the associated equipment shall be handed over to the successful bidder on **"as it is where it is basis"**. The bidder is advised to carry out due diligence before quoting the rates for AMC. Any assistance, if required, for the study of the existing network may be provided by the RVPN to the bidder.
- (ii) The connectivity of internet/intranet shall be maintained in all existing computers and repaired as soon as possible by the technician of firm except any damage/technical problem in computer hardware/Network switches problem. Firm have to carry out all apparatus/testing equipment's/ instruments/ for checking / resolving LAN problem.
- (iii) If there is a problem in LAN driver, in any PC, then LAN driver 'or' formatting of PC shall be done by the firm to keep the connectivity of internet/intranet, if problem persist due to LAN driver issue etc.
- (iv) The complete LAN network of computers shall be checked on quarterly basis by the firm thoroughly including all LAN port of users for connectivity/healthiness of LAN system and its complete report with signature of user shall be submitted to the AEN(MIS-Hardware) Room No.101, Vidyut Bhawan RVPN Jaipur for cross verification.
- (v) The maintenance for LAN infrastructure from Networking Rack/Patch panel to all extensions i.e. I/O switches shall be looked after and maintained by the firm at its own cost except Network switches. This will include Network Rack/Patch panel to all extension and I/O switches. All related work for maintenance of LAN is in the scope of work order along with cost of materials including taxes etc.
- (vi) **The items/material for maintaining existing LAN system shall be provided, replaced, maintained and repaired by the firm** at its own cost/rectifying any fault regarding connectivity except any damage/technical, hardware problem in PCs and network switches. It may please be noted that all Network switches shall be provided/maintained by RVPN.

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- (vii) **The following items/material is in the scope of work of firm & items/material will be provided by the firm and minimum quantity deposited as inventory to the AEN ( MIS & IT –Hardware ) for short out the emergency work ( minimum inventory will be decided by the consignee of work :-**
- Patch panel, **Cat-6 cable**, Conduit Pipe, I/O Switches, I/O Plate/Box, Patch Cord-2/5 metre or extension, flexible pipe , saddle all size or extension as required for LAN for users & 8 Port Switch and all other consumable items required for maintenance work of LAN will be provided by the firm.
- (viii) The Sharing of Printer on Local Area Network shall also be covered in this scope of AMC work.
- (ix) Healthiness of connectivity through LAN system shall be maintained at all PCs connected through LAN in various offices of RVPN and any fault haste be attended so that the Internet /intranet is available on respective PCs.
- (x) The Firm shall be responsible for providing the connectivity from Network Patch panel to I/O switch and to Ethernet port of the PCs of users. If any fault is reported between the Networking switch and Ethernet port of the PCs, then the firm shall have to test, detect and attend the same which will be in the scope of this AMC work.
- (xi) Responsibility of Connectivity from BSNL/any service provider to router and Router to network switch shall be in the scope of RVPN.
- (xii) Damage/cut of Cat-6 Cable (partial or full) due to fire, digging, rodent and any accidental damage shall be covered under AMC.
- (xiii) Only Cat-6 cables & Cat-6 Patch cords (Category 6 or higher of make Dlink shall be used.
- (xiv) Preventive maintenance of LAN may be carried out quarterly in order to forestall any major failure of LAN which shall be verified by AEN.
- (xv) The contractor shall execute job within stipulated period failing which RVPN reserves the right to get the work done from any other agency at sole risk and cost of the contractor. The amount will be deducted wi penalty from the contractor's bill.
- (xvi) Contractor will carry out testing of any existing joints. No extra charges will be payable for this schedule maintenance.
- (xvii) All obligations arising of labour deployment, labour laws to meet the necessary statutory requirement would solely lie on the contractor. Contractor would be solely responsible for safety and security of his manpower and materials.

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## 2. Bid Evaluation Criteria :-

- i. The bidder must have experience for carrying out work of AMC of LAN in last three years in at-least 1 (one ) Govt. Deptt./PSUs/Pvt. Organization having value of more than Rs.1 lacs in a financial year. (Please attach the copy of the work order/Experience/performance Certificate/ issued by the organisation where AMC work has been done or furnish the CA certificate with his membership No and duly sealed and signed).
- ii. The bidder must have at least **3** technical skilled personnel its permanent roll having full knowledge and experience of work related to AMC of LAN. The list along with the qualifications of such technician/personnel has to be furnished with the Bid.
- iii. All testing equipment's, instruments /LAN tester etc. for maintenance of LAN system must be available at the firm. The list of same shall have to be furnished with the bid.
- iv. For the purpose of arriving at L1, the total amount in the column H (Last Column) of the G/Price schedule shall be considered.
- v. The ITR/ The Balance sheet/ P&L account for the last two years should be submitted along with tender.
- vi. All the firms should be registered in any Govt. department / RVPN etc.
- vii. The vendor should be having annual turnover for service contracts at least of Rs. 5 Lacs in any financial year in last three year .

### **(3) Procedure of Lodging the complaint:-**

- (i) **Three ( 3 )** Nos. technician duly approved by nodal officer AEN (MIS & IT-hardwaren) vidyut bhawan ,RVPN Jaipur and having experience of Networking /LAN shall have to be deputed by the firm, out of which one technician shall be stationed at Room No.101, VidyutBhawan RVPN Jaipur and one nos. technician shall be stationed at IT Centre, Chambal power house RVPN Jaipur & one technician shall be stationed MM Building/XEN(Training )JMC Building who will work under the supervision/direction of the AEN( MIS-Hardware) for attending LAN complaint at various offices of RVPN as listed in price / G schedule. All the cost involved in movement of man & material for attending the fault shall be borne by the bidder.
- (ii) **(ii). Atleast One telephone/Mobile number for contacting 'or' lodging the complaint shall be intimated by the firm to RVPN within 7 days of issue of work order .Please note that this telephone/Mobile number will not be changed during currency of contract .**
- (iii) For Maintenance of computer Networking i.e. LAN, the complaints shall be lodged directly by the users at given telephone/ mobile Number to the firm and a complaint register shall be maintained by the firm and a complaint number shall be issued by the firm

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representative. After attending compliant, daily compliance/progress shall be reported and checked by the AEN (MIS-Hardware) RVPN Jaipur through e-mail/register for purpose of verification of bill and accordingly penalty/deduction will be made in the bill submitted by the firm. The complaint shall be attended within 48 hours by your representative after receiving complaints from any offices included in this AMC.

- (iv) All LAN shall be checked on the quarterly basis thoroughly by your technicians and its quarterly consolidated report in the prescribed format indicating the status of LAN shall be submitted to the AEn(MIS-Hardware) Room No.101, Vidyut Bhawan RVPN Jaipur .

The complaints shall be logged by user as per the **Escalation matrix/ call methodology** to be furnished by the firm to this office. Firm shall also maintain manual register for logging the complaints and firm shall have to verify the status of the complaint per day by the Nodal Officer i.e. AEn (MIS-Hardware) RVPN, Jaipur and counter verified per week by the Executive Engineer-3 (MIS&IT) and recovery of non-rectification of complaints within prescribed time schedule will be done from the firm's bill. After logging the complaint, all the Complaints shall be resolved / rectified within time frame of:

- **24 Hrs. for complaints received before 12 pm of that day**
- **36 hrs.(Excluding gazetted holidays) for complaints Received after 12 pm of that day.**

The firm shall obtain certificate of successful Corrective maintenance and Preventive maintenance from the Nodal Officer for every Quarter and submit the same along with bills. All the cost involved in movement of man & material for attending the fault shall be borne by the bidder.

- (v) If the complaints are not attended or rectified/resolved beyond the above indicated time frame, recovery of Rs. 100/ per day will be levied on account of non-rectification of the complaints timely.
- (vi) Maintenance service support shall be monitored/coordinated by AEN (MIS- Hardware) acting as nodal officer. In case the complaints are not rectified timely as above, all the consignees/users shall intimate the complete status of complaints logged with the time they register the complaint till closure of complaint to them, who shall prepare/finalize a recovery statement on a/c of non rectification of complaints beyond prescribed time frame of 24/36 hrs as above and send the same to firm for depositing the necessary charges with Sr. AO (EA-Cash), RVPN Jaipur.
- (vii) Repair of damage resulting from accident, transportation, rat bitten or miscues, failure/surge of electrical power and any natural calamity, shall not be covered in the firm's scope of AMC.

**3.(a) IN-CHARGE OF WORK: AEN (MIS-Hardware) RVPNL, Jaipur,** shall be the Officer In-charge of the work. He will verify the bills of the firm after

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taking performance from the field /users and monitor/attend all other matters pertaining to this contract.

4. **Period of AMC Work:**-The contract shall be for a period of one year to be commenced 7 days after the date of issue of work order. This contract can be renewed/extended on satisfactory performance and on mutually agreed with same terms & conditions contract.
5. **Performance Security:** In order to secure/assure the due fulfilment of the contract, the firm shall have to deposit the performance security amount equivalent to 10% (Ten percent) of the amount of work order. However, 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 the bill.
6. **Payment :-** The monthly bill for this AMC work shall be submitted by the firm in triplicate copy to the SE(MIS&IT) RVPN Jaipur which after due verification by the work in charge and counter signed by SE(MIS&IT) shall be sent for arranging the payment from Sr.A.O(EA-Cash) RVPN Jaipur.
7. The Sr.A.O.(EA-Cash) RVPN Jaipur will arrange the payment within 30 days after submission of verified bill . No interest shall be paid in case of delay in payment. The payment shall be made as per actual measured quantity of LAN items of price schedule as verified by the consignee and the quantity may be varied against price schedule & payment shall be made after satisfactory performance report attached with the bill by the consignee i.e AEN (MIS- Hardware).
8. **Deduction:-** The Income Tax/TDS, / GST / EPF and CPF and other work contract tax etc. shall be deducted from the bills as per rules applicable. Any statutory variation in the taxation law shall be borne by the contractor.
  - 8.1. Firm shall be responsible for works contract tax, if any, applicable under this AMC work order and Nigam shall not entertain any claim whatsoever in this regard. Nigam shall, however, deduct such taxes at source as per the rules and issue TDS certificates to firm.
  - 8.2. Nigam shall be entitled to deduct tax at source in accordance with the provisions of Tax Laws as applicable from time to time. In such case, necessary TDS certificate shall be issued by Nigam.
  - 8.3. Firm shall be solely responsible for payment of all taxes, duties, license fees etc., if any, for all the equipment and material covered under this Contract to the concerned authorities as applicable from time to time.
9. **Sub letting of Contract:**-The Contract shall not be allowed to be sub-let by the contractor in full or part thereof to any other agency.

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10. **LEGAL LIABILITY:-**The firm shall be liable for all legal complications which may arise during the course of execution of this contract.

11. **FINANCIAL LIABILITY:**

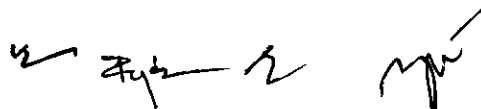
- i. The rates quoted shall be firm & inclusive of all taxes and duties applicable
- ii. The firm shall also be responsible for financial liability which may accrue to its personnel to RVPN during the course of contract. The firm shall also be liable to pay any statutory taxes/levies & duties etc. of the State/ Central Government which may accrue during the course of contract or in future related to the contract.
- iii. If due to contractors 'or' its personnel's carelessness/negligence, any damages occurs to the departmental property, the same shall be recovered from the firm out of its pending bills or from its security deposits or by any other lawful method.

12. **GENERAL LIABILITY:**

- i. In case of contractor's negligence or non-observance of safety and other precautions, any accident/injury occurs to his employee or any other person/public; the contractor shall have to pay the compensation and other expenses as decided by the statutory authority under labour laws or rules made therein as prevalent from time to time.
- ii. The contractor shall be liable for any damage, theft, missing of his own equipment and material as well as to the Nigam's material and equipment's during the course of execution of the work.
- iii. For any mis-happening/hazard during attending complaints/ maintenance for computer networking of various offices, the RVPN shall not be responsible. You are advised to do the work with safety precautions.
- iv. The contractor shall be fully responsible for the conduct of his employees. Any act of misbehaviour theft on the part of the contractor's employees, shall be treated as breach of contract.

13. **PENALTY:-**

The payment shall be deducted for any default/deficiency 'or' not maintaining the LAN system 'or' not attending the complaints within 48 Hours after logging complaints by the user or AEN (MIS & IT -Hardware ) telephonically also as per above mentioned terms & conditions. The penalty of Rs.100/-per LAN Port/complaint shall be charged if not rectified within 48 Hours and plenty amount will be deducted from the running bill of said month and if technical work men absence from duty point, the AEN (MIS & IT-Hardware ) free to deduct the amount from the running bill of the contractor on per day basis i.e Rs. 100/ (Rupees One Hundred /day ). The consignee regularly monitors the LAN system and attendance of the technical workman.



**14. TERMINATION OF ORDER:-**

- i. Order placed can be terminated at any time by issuing one month notice, if the work is not found satisfactory or as per condition of the contract by The SE (MIS&IT) RVPN Jaipur in consultation with the Sr.AO ( Civil ) RVPN Jaipur.
- ii. In case of termination of order, Superintending Engineer (MIS&IT) RVPN Jaipur shall forfeit firm's PBG/Performance Security/EMD amount and the get the work done at the risk & cost of the firm.

15. **Escalation Matrix/Call Methodology:-** The firm shall furnish the updated list of contact details .Escalation Matrix shall be provided along with the acceptance of this order.The Nodal Officer shall forward the details to actual users for logging the call. Please note that this telephone/Mobile number will not be changed during the whole period of contract .

**16. Contract Agreement:-**

- i) For the fulfillment of the contract you shall execute an agreement in triplicate in the prescribed form (Performa enclosed at Annexure A' on non-judicial stamp paper equivalent to 0.25% of the contract value subject to maximum of Rs 15000/- and minimum of Rs. 500 / , within 15 days from issue of the letter of award/work order. Such Agreement shall be executed and signed by the competent authority of the company with seal thereon. All expenses on this account will be on firm account & the payment shall not be released till the contract agreement is executed by the firm and accepted by the purchaser.
  - ii) If the firm fails to sign a written Contract Agreement or fails to furnish the required performance security with in specified period, the procuring entity shall take action against the successful firm as per the provisions of the RTPP Act and these rules. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous firm to the next lowest or most advantageous firm, in accordance with the criteria and procedures set out in the bidding documents.
17. **Disputes:-**All Disputes, differences what so ever arising between the Nigam & the Contractor in relation to or in connection with the Contract, shall be deemed to have arisen at Jaipur (Rajasthan) only and no Courts other than Courts in Jaipur shall have jurisdiction to entertain the same.
18. **Insurance Clause:** -The employce of the contractor (who will be Employed for this work) should be insured with Accidental policy. In the case, any kind of Fatal & non-fatal accident occurred all Responsibilities will be on part of contractor The RVPN will not be shared any kind of losses .
19. **Working Hours:-** During the contract period, the services are to be provided during the normal working days from Monday to Friday from 09:30 AM to 6:00 PM. The working days are normally considered as all

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days except the holidays notified by the Govt. of Rajasthan and other holidays. May be called, if required by the nodal officer.

20. **ACCEPTANCE OF THE ORDER:-** You are requested to convey your acceptance of this order within 7 days from the date of issue of the order, failing which it will be assumed that the order has been accepted by you including terms & conditions incorporated herein. One spare copy of this purchase order is enclosed herewith, which may please be returned to this office duly signed and stamped on each page in token of acceptance of the purchase order.

  
Superintending Engineer(MIS&IT)  
RVPN Jaipur

Seal & Sign of Firm  
mob. No & e-mail id .





**Format of quarterly consolidated report for checking of status of connectivity/LAN at various offices under this AMC work of LAN submitted to the consignee:-**

S N.	Complaint number	Date of Complain t received	Name of user/offi ce name	Location /Room No./Shed No.	Mobile No./Tel ephone No.	Date of attend ed/ Checki ng of LAN	IP Addr ess	Statu s- LAN (OK/ Pendi ng)	Signatu re of user/wi tness of RVPN

Seal & Sign of firm

**Verified by RVPN  
AEn (MIS-Hardware)  
RVPN Jaipur**



## CHECKLIST

Please verify the following before submission of the tender and submit the required documents in the sequence listed below, to avoid rejection or disqualification of your tender. Following documents as indicated in the tender document printed on the tenderers letter head with dated signature and seal .

1. The tender should accompany with an EMD of minimum amount of Rs. 7934/- (Seven Thousand Nine hundred thirty four only) drawn on any nationalized bank in favor of the Sr. AO (EA & CASH ) RVPNL , Jaipur payable at Jaipur in the form of Demand Draft valid for six month or CASH deposited in office of The Sr. AO (EA & CASH ) RVPNL Vidhyut Bhawan , JAIPUR .The tenders without EMD will be rejected .
  - a. Tender form
  - b. Price Schedule
  - c. Service support details
  - d. Other formats, if any provided in the tender; and
  - e. Details of previous contracts, if any.
  - f. Earnest Money & Fee receipt of specification cost
2. Experience certificates and copies of work order for similar work carried out in Govt. Deptt./Undertaking/ Pvt. Deptt./organizations.
3. Certificates of registration for GST Deptt. etc. issued by appropriate government Deptt. for the required services with seal of the tenderer.
4. PAN Card with the seal of the tenderer.
5. EPF /CPF Certificates issued by respective Deptt. of Govt. of Rajasthan for employers where the similar services were rendered / being rendered with seal of the tenderer.
6. The entire original tender document with seal and signature on each page.
7. Any other document or information as required in the tender document.
8. Corrections in bid document should be noted over and initialed at the places of corrections.
9. ITR/ (P& L ) Account or Balance sheet
10. Time and Date for receipt of Tender: Up to 3:00 PM on .....
11. Time and Date for opening of Tender: At 3:30 PM on .....

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