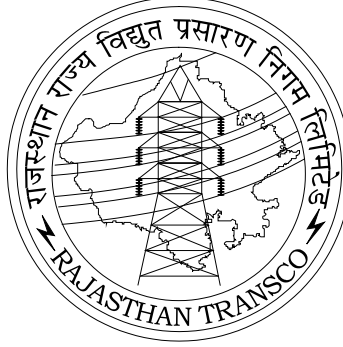


# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED



NIB NO. : RVPN/SR.RO/RVN/NIB-02(2020-21)/UBN No.VPN2021SLOB01498

## BIDDING DOCUMENTS

FOR

**PROVIDING SERVICES OF VEHICLE DRIVER (1) Number and COMPUTER OPERATOR  
(1) Number AT "RAJASTHAN VIDYUT NIVAS", PLOT .NO. 7-8, NEAR ARYA SAMAJ  
MANDIR, GREEN PARK, NEW DELHI - 110 016.**

Date :- \_\_\_\_\_

**SR. RESIDENT OFFICER  
RAJASTHAN VIDYUT NIVAS,  
PLOT NO. 7-8, NEAR ARYA SAMAJ MANDIR,  
GREEN PARK, NEW DELHI - 110 016.**

**PROVIDING SERVICES OF VEHICLE DRIVER (1) Number and COMPUTER OPERATOR (1)  
Number AT "RAJASTHAN VIDYUT NIVAS", PLOT .NO. 7-8, NEAR ARYA SAMAJ MANDIR,  
GREEN PARK, NEW DELHI - 110 016.**

<b>NIB NO. : RVPN/SR.RO/RVN/NIB-02(2020-21)/ UBN No.VPN2021SLOB01498</b>	
<b>Unique Bid No.: RVPN/SR.RO/RVN/NIB-02 (2020-21)/ UBN No.VPN2021SLOB01498</b>	
<b>Mode of Bid Submission</b>	Online through e-Procurement/ e-Bidding system at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Procuring Authority</b>	<b>SR. RESIDENT OFFICER, RVPNL, RAJASTHAN VIDYUT NIWAS, PLOT NO. 7-8, NEAR ARYA SAMAJ MANDIR, GREEN PARK, NEW DELHI - 110 016</b>
<b>Last Date &amp; Time of Submission of Bid</b>	<b>22.02.2021, 04:00 PM</b>
<b>Date &amp; Time of Opening of Technical Bid</b>	<b>22.02.2021, 05:00 PM</b>

**Bidding Document Fees : Rs. 1000/- + GST i.e. Rs. 1,180/- (Rs. One Thousand One Hundred Eighty Only) (Non-refundable)**

<b>Name of the Bidding Company/ Firm</b>	
<b>Contact Person (Authorized Bid Signatory)</b>	
<b>Correspondence Address:</b>	
<b>Mobile No: Telephone No: E-Mail Address:</b>	
<b>Website/ E-mail Address:</b>	

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
(STATE TRANSMISSION UTILITY OF GOVT. OF RAJASTHAN)  
[Corporate identity Number (CIN):L40109RJ2000SGC016485]  
OFFICE OF THE SR. RESIDENT OFFICER,  
"RAJASTHAN VIDYUT NIVAS", PLOT .NO. 7-8, NEAR ARYA SAMAJ MANDIR,  
GREEN PARK, NEW DELHI - 110 016.  
Tele : 011 - 2685-2273, TEL/FAX 011-41035364**

**Web: <http://rajenergy.gov.in/rvpnl>  
Email: [sr.resident.officer.@rvpn.co.in](mailto:sr.resident.officer.@rvpn.co.in)  
Email: \_\_\_\_\_**

NIB No.

No. RVPN/SR.RO/RVN/NIB-02(2020-21)  
2021SLOB01498

Unique Bid No.

RVPN/SR.RO/RVN/NIB-02(2020-21)/UBNNo.  
2021SLOB01498

**INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)**

<b>Name and Address of the Procuring Authority</b>	<b>Name:</b> Rajasthan Rajya Vidyut Prasaran Nigam Limited <b>Address:</b> OFFICE OF THE SR. RESIDENT OFFICER, "RAJASTHAN VIDYUT NIVAS", PLOT .NO. 7-8, NEAR ARYA SAMAJ MANDIR, GREEN PARK, NEW DELHI – 110 016. Tele : 011 – 2685-2273, TEL/FAX 011-41035364
<b>Designation and Address of the Project Procurement Officer In-Charge</b>	<b>Designation:</b> Sr. Resident Officer <b>Address :</b> OFFICE OF THE SR. RESIDENT OFFICER, "RAJASTHAN VIDYUT NIVAS", RVPN, PLOT .NO. 7-8, NEAR ARYA SAMAJ MANDIR, GREEN PARK, NEW DELHI – 110 016. <b>Tele : 011 – 2685-2273, TEL/FAX 011-41035364</b> <b>Email :sr.resident.officer.@rvpn.co.in</b>
<b>Subject Matter of Procurement</b>	<b>PROVIDING SERVICES OF VEHICLE DRIVER (1) Number and COMPUTER OPERATOR (1) Number AT "RAJASTHAN VIDYUT NIVAS", PLOT .NO. 7-8, NEAR ARYA SAMAJ MANDIR, GREEN PARK, NEW DELHI – 110 016.</b>
<b>Bidding Procedure</b>	Single Stage Two Part
<b>Bid Evaluation Criteria (Selection Method)</b>	Lowest evaluated technically responsive bid as defined in the bid document as per Clause 1.13.6 of ITB.
<b>Website for Downloading Bidding Document, Addendum/ Corrigendum's</b>	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> <a href="http://rajenergy.gov.in/rvpnl">http://rajenergy.gov.in/rvpnl</a> and <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>  Bidding Document Fee (non-refundable including GST): <b>Rs. 1,000/-+ GST i.e. Rs.1,180/- (Rs. One Thousand One Hundred Eighty Only)</b> in form of DD/Banker Cheque in favour of "Sr. Accounts Officer (EA - Cash), RVPN, Jaipur".  <b>Bid/Tender Processing Fee (non-refundable): Rs. 1,000/-+ GST i.e. Rs. 1,180/- (Rs. One Thousand One Hundred Eighty Only)</b> shall be deposited by DD/Banker's Cheque in favour of Managing Director, RISL, Jaipur".
<b>Estimated Procurement Cost</b>	INR 12,00,000
<b>Bid Security and Mode of Payment</b>	Rs.12000/- (Rs. Twelve Thousand Only) through DD/ Banker Cheque. DD/Banker Cheque shall be in favour of "Sr. Accounts Officer (EA - Cash), RVPN, Jaipur".
<b>Manner, Start/End date for the submission of Bids</b>	Manner: On-Line on e-procurement website- <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> Start Date: 28.01.2021 End Date: 22.02.2021 (4.00 PM)
<b>Submission of Banker's Cheque/ Demand Draft/ Bank Guarantee for Bid Fee, Bid Security and RISL processing fees</b>	Up to 22.02.2021 at 03.00PM in the <b>Office of the Sr. Resident Officer, RVPN, Rajasthan Vidyut Niwas, New Delhi</b> (as mentioned above).
<b>Date/ Time/ Place of Technical Bid Opening</b>	Date: 22.02.2021 Time: 05.00 PM Place: OFFICE OF THE Dy. SECRETARY(GAD),

	RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM, ROOM NO. 014, GROUND FLOOR, VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR – 302005.
<b>Date/Time/Place of Financial Bid Opening</b>	Will be intimated later to the Technically qualified bidders
<b>Bid Validity</b>	90 days from the bid submission deadline.
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Bid Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Bidding Authority as prescribed in NIB and scanned copy of same should also be uploaded in the BID SECURITY Envelope/ Cover.</li> <li>2) In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Bid Fee, Bid Security, and RISL Processing Fee as per timelines mentioned in NIB, its Bid shall not be accepted.</li> <li>3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> (bidders already registered on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> before 30-09-2011 must register again).</li> <li>4) RVPNL will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.</li> <li>5) Bidders are also advised to refer "Bidders Manual Kit" available at e Procurement website for further details about the e-Bidding process.</li> <li>6) Training for the bidders on the usage of e-Bidding System (e-Procurement) is also being arranged by DoIT&amp;C on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&amp;C for booking the training slot.  Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: <a href="mailto:eproc@rajasthan.gov.in">eproc@rajasthan.gov.in</a> Address : e-Procurement Cell, RISL, Yojana Bhawan, TilakMarg, C-Scheme, Jaipur.</li> <li>7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.</li> <li>8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.</li> <li>9) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.</li> </ol> <p style="text-align: right;"><b>SR. RESIDENT OFFICER RVPN, RVN, NEW DELHI.</b></p>	

Issued to M/s. \_\_\_\_\_

Bid cost deposited vide CR No. \_\_\_\_\_ dated \_\_\_\_\_

**Sr. Resident Officer, RVPN, Delhi**

To,  
The Secretary (Admn),  
RRVPN Ltd.,  
Jaipur.

**Sub: - Bid for the Providing services of Vehicle Driver (1) Number and Computer Operator (1) Number at Rajasthan Vidyut Niwas, RVPN, Plot No 7-8, Near Arya Samaj Mandir, Green Park, New Delhi.**

**Ref: - Bid Enquiry No.02 (2020-21) due on. 22.02.2021 and UBN NO. \_\_\_\_\_**

- 1 Name of Bidder Firm :- \_\_\_\_\_
- 2 Address :- \_\_\_\_\_  
\_\_\_\_\_
- 3 Telephone No :- Office \_\_\_\_\_  
residence \_\_\_\_\_
- 4 Mobile No \_\_\_\_\_
- 5 PAN No :- \_\_\_\_\_
- 6 GST No :- \_\_\_\_\_
- 7 Validity of bid :- \_\_\_\_\_ Days( not less than 90 days)
- 8 Technical information :- Duly filled in annexure "B"
- 9 Rates :- duly filled in annexure "C"
- 10 Reference of Bid :- Draft NO ----- date-----  
Security Name of  
bank \_\_\_\_\_
- 11 Any other detail/experience(if any) :-

**Declaration**

The firm (s) agrees to abide by all the terms and conditions mentioned in the bid form issued by the Secretary (Admn), RRVPN Ltd, Jaipur. All the bid paper(s) have been signed by us/me on behalf of the firm.

Name of authorized signatory \_\_\_\_\_.

Signature of authorized signatory  
with seal of the firm

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
GENERAL TERMS AND CONDITION OF BID  
AND  
INSTRUCTION FOR FILLING OF BID**

1. Sealed bids are invited from the eligible service provider/firm (as mentioned below) for executing the contract for providing security guard at Rajasthan Vidyut Niwas, Plot No 7-8 Near Arya Samaj Mandir, Green park, New Delhi. The estimated value of contract is Rs. 6.00 Lacs per annum , as the contract shall be made for two years, accordingly the value of contract is Rs. 12.00 Lacs.
  - (a) The bidder shall meet Minimum Net profit before tax of Rs. 10 Lacs for best three financial years out of last five financial years, necessary documentary evidence must be attached with the bid.
  - (b) The firm shall be in the business of providing supporting staff for at least past three years continuously. The firm must have 2 running contract for providing such services of annual value not less than Rs. 5.00 Lac. Out of 2 at least one contract should be preferably with Govt. Department/ PSU at Delhi. Documentary evidence in support must be provided. Preference shall be given to bidders already doing above mentioned jobs in Government Rest Houses of similar infrastructure.
  - (c) The firm should have own office at Delhi/Noida/Gurgaon/Ghaziabad.
  - (d) The firm must be registered under GST act, Provident Fund Act and ESI Act and observe & comply , at the time with the provisions of all applicable labour laws made on notifications issued from time to time presently applicable or in future too. Copy of registration papers along with code No. attached to the firm should be provided.
  - (e) The firm must have valid GST and PAN number. The copy of same may be enclosed
2. **The job description and it's conditions, is annexed as "A-I & A-II".**
3. The bid may be submitted in the form attached herewith and all blank in the bid shall be duly filled in. The rate should be mentioned in figure and words clearly.
4. The bid shall be signed by a authorized signatory only. The name and authority of the signatory shall be stated clearly in bid. The bid should be filled only with ink or type either in Hindi or English otherwise it will be cancelled. All additions, alterations, cuttings and over writings in bid must be clearly initialed by the authorized signatory of the bid. The Bidder should sign the bids on each page as a token of his acceptance of all the terms and conditions of the bid.
5. The GST or any other tax if payable extra, the same should be mentioned clearly and the registration number should be mentioned in bid & on the bill otherwise no payment of tax will be made.
6. The proof of depositing Bid Security, Bidding Document Fee, Bid/Tender Processing Fee shall be placed in sealed cover and clearly marked on the cover "**Bid Security, Bidding Document Fee, Bid Processing for Providing Services of Vehicle Driver and Computer Operator at Rajasthan Vidyut Niwas due on 22.02.2021**". Bid accompanied with all relevant documents should be addressed to the Secretary (Admn), RVPN Ltd, Vidyut Bhawan, Janpath, Jaipur.

7. Bids shall be received online on the Government of Rajasthan e-procurement portal (<http://eproc.rajasthan.gov.in>) in following three covers:
- First Cover : Bid Security Documents, Bid Document Cost and Bid Processing Fees.
- Second Cover : Techno-Commercial Bid Documents
- Third Cover : Financial / Price Bid Documents

The above documents shall be in the e-format (as per type i.e. pdf, xls etc. as specified) and required to be uploaded on and before the prescribed bid submission date and time.

First Cover documents i.e. Bid Security Documents, Bid Document Cost and Bid Processing fees in original shall be sealed in separate envelope duly superscripted "BID SECURITY& FEES AGAINST NIT NO. RVPN/SR.RO/RVN/NIB-02(2020-21)/UBN No.VPN2021SLOB01498 TO BE OPENED ON 22.02.2021". The same shall be submitted / delivered in the OFFICE OF THE SR. RESIDENT OFFICER, "RAJASTHAN VIDYUT NIWAS", PLOT .NO.7-8, NEAR ARYA SAMAJ MANDIR, GREEN PARK, NEW DELHI – 110 016 on or before the prescribed date and time of submission of bid.

8. If the date fixed for receiving and opening of bid is declared as public holiday(s), bid shall be received and opened on the day on which office re-opens after such holiday(s) on the time as indicated above.

9. **The bid shall be valid for a minimum period of 90 days. Bid(s) mentioning shorter period than specified, is likely to be ignored.**

10. The Bidder shall deposit The Bid Security of **Rs. 12000/-(Rs. Twelve Thousand only)** in form of DD/Banker Cheque in favour of "**Sr. Accounts Officer (EA - Cash), RVPN, Jaipur**", Bidding Document Fee (non-refundable) : **Rs. 1,000/- + GST i.e. Rs. 1,180/- (Rs. One Thousand One Hundred Eighty Only) including 18%GST** in the form of DD/Banker Cheque in favour of "**Sr. Accounts Officer (EA - Cash), RVPN, Jaipur**". **Bid/Tender Processing Fee (non-refundable): Rs. 1,000/- + GST i.e. Rs. 1,180/- (Rs. One Thousand One Hundred Eighty Only** in the form of DD/Banker's Cheque in favour of Managing Director, RISL, Jaipur" in sealed cover, shall be delivered in the office of the Sr. Resident Officer, **Rajasthan Vidyut Niwas, Plot No 7-8 Near Arya Samaj Mandir, Green park, New Delhi** not later than 3.00 PM (Indian standard time) on dated **22.02.2021**. Bid(s) shall not be accepted after the hour and date fixed for receipt of the three DD/Banker's Cheque and will be not opened. No other mode of deposit shall be accepted. The bid will be opened by the Secretary (Admn), RVPN Ltd, Jaipur or the officers nominated by him at 5.00 pm of dated **22.02.2021** in presence of such Bidders or their representative who wish to be present at the time of opening of bids on the place of opening of bids. Bid not accompanied by demand draft of bid security, Bidding Document Fee and Bid/Tender Processing Fee shall be rejected. No interest shall be payable on BID SECURITY deposit (s).

11. Any request/proposal for adjustment of Bid Security, if any, already lying with the RVPN in connection with some other bids/orders shall not be entertained.

12. In case of unsuccessful Bidder(s) the bid security will be refunded after finalization of bid. In case of successful Bidder the bid security will be adjusted against the security deposit and refunded as per rules.

13. The RVPN Ltd reserve the rights to forfeit the Bid Security or part there of in circumstances which according to him indicate that the Bidder is not interested in accepting /executing any order placed under the specification.

**14.** An amount equal to 2.5% of contract value, after adjusting the bid security, will be deposited by the successful Bidder on a/c of security deposit within 7 days from the date of issue of confirm order by crossed bank draft/bankers cheque payable at Jaipur and drawn in favour of **Sr. Accounts Officer (EA-CASH), RVPN, Jaipur.**

**15.** The successful Bidder have to execute an agreement on the non judicial stamp paper worth Rs1000/- or as applicable at the time for agreement, at his own cost, for satisfactory implementation of order with in 7 days from the date of issue of order.

**16.** The Secretary (Admn) RVPN Ltd Jaipur does not bound himself to accept the lowest or any bid or any part of the bid and shall not assign any reason(s) for the rejection of the bid or part thereof.

**17.** The act of submission of bid to the Secretary (Admn) shall be deemed to constitute an agreement between the Bidder and the Secretary (Admn) RRVPN, Jaipur where by such bid shall remain open for acceptance by the Secretary and Bidder have no option to withdraw or impair or derogate his offer. If the Bidder be notified during the validity period of the bid that his bid is accepted by the Secretary (Admn), he shall be bound by the terms and agreement constituted by his bid and such acceptance thereof by the Secretary (Admn), until formal contract of the same has been executed between him and the Secretary (Admn) in replacement of such agreement.

**18.** All disputes whatsoever which may arise between the parties herein shall always be deemed to have arisen in Jaipur and no courts except the court situated at Jaipur (Rajasthan) shall have jurisdiction to entertain same

**19.** In the event of any question, dispute/difference arising under agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be resolved through mutual consent/arbitration.

**20.** The contract can be repudiate at any time, if the work is not made to the satisfaction of the RVPN.

**21.** The direct or indirect canvassing on the part of Bidder or their representative will disqualify their bids.

**22.** The contract or any substantial part there-of shall not be assigned or sublet to any other agency.

**23.** No other condition except those mentioned above will be entertained in the bid.

**24.** The RVPN Ltd will not be responsible to accept any cost in preparation or submission of bid.

**25.** The contractor will properly verify the character antecedents of the person deployed by it and shall not engage any person having criminal record.

**26.** Any clarification required may be sought from the Secretary (Admn), RVPN Ltd, Jaipur.

**27. The other general conditions of the contract are as under:-**

1. The agreement will be executed for not more than Two years, which may be extended as per the provisions of RTPP Act & Rules.



2. The employees engaged by the firm will be in the employment of the Agency/Company only and not of the RRVPNL. The firm will be responsible for payment of wage as minimum wages as prescribed/ revised from time to time and such other service benefits as prescribed under the various act/rules by the Central/ State/ NCR Government. In case, during currency of the contract, rate of minimum wages is increased by the Labour Department, difference of increased amount in minimum wages shall be payable by the procuring entity
3. In case, the driver is not provided, the payment will be deducted from the contractor's bill, equal the double of the payment payable per day per person.
4. In case the firm fails to give satisfactory service and the work will have to be got done from any other Agency/Company even at the higher rates then the same amount would be deducted from the Agency/Company's bill.
5. The staff provided by the Agency/Company to the department are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the Agency/Company will solely be responsible for all the consequences apart from the liberty of RRVPNL to lodge complaints before appropriate authorities.
6. No person below the age of 19 years and above the age of 45 years shall be employed on work by the Agency/Company.
7. The firm shall ensure that none of their employees will be a member of any of the employees union(s) of the central union of Government employees, or take any interest in their activities
8. The Agency/ Company shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
9. The contractor shall give an undertaking and/or affidavit on or before the 15<sup>th</sup> of the month that he has paid wages to all his employees besides that the contributions for ESI and EPF etc. are deposited and also he should enclose the photo copy of challans in token of proof. In case the contractor fails to furnish the records or give affidavit in the manner mention above the principal employer (RVPN) shall have the right to withhold the payment of pending bills of the contractor. Payments to the Agency/Company will be through Account Payee cheques/ RTGS only.
10. In case of Agency/Company's failure to file any statutory return/forms/ statement or deposit any statutory dues/contribution in time, or payments to it's employees, Agency/Company will be solely responsible for all or any consequences of whatever nature whether civil or criminal; arising out of any such default made by it and shall keep the RRVPNL indemnified in this regard.
11. Agency/Company shall be solely responsible for payment of all claims/ damages/ compensation/ in case of accidents/ injuries/ death of any person deployed by it under the agreement.

12. The service provider shall be responsible for payment of wages to each worker employed by him as contract labour, in accordance with the provisions of the law.

13. The payment of minimum wages has to be ensured by service provider through Cheque/DD in the presence of authorized representative of the principal employer/Nigam or by credit to worker's bank account only. In case payment is credited to worker's bank account, necessary evidence shall be submitted by the service provider.

**Signature of the Bidder**

**Sr. Resident Officer  
Rajasthan Vidyut Niwas,  
RVPN Delhi**

**SPECIAL TERMS AND CONDITIONS FOR DRIVER:**

1. The Driver will have to be polite and punctual.
2. The Driver will have a valid Driver License.
3. In case of accident of vehicles on account of negligence of the driver the contracting firm will be liable to make good the losses. The agency may arrange such insurance to cover any sort of loss caused due to accident including life coverage of driver. At all , RVPN will not be responsible to make good the losses.
4. Agency/Company will provide the identity card, uniform (mutually agreed uniform, separate for summer and winter) to the Driver without any extra cost to the RRVPNL
5. Agency/Company shall ensure that person deployed by it always conduct himself in benefiting manner while performing his duty during the tenure of agreement. The person deployed by the approved contractor will not at any time cause any nuisance in the premises of the office or does anything which may cause unnecessary disturbance or inconvenience to others at the premises. The approved contractor will ensure that its person does not smoke in the premises of the office and never be under the influence of liquor or drugs during his duty hours. Further he is also required to follow the administrative procedure.
6. Agency/Company shall provide effective service in the matter of Driver in a proper and efficient manner and to the entire satisfaction to the RRVPNL by deploying the uniformed, adult & without any criminal antecedents and medically fit personnel as required by the Sr. Resident Officer.
7. The person deployed by the Agency/Company shall take all preventive and safety measures to ensure that no damage to material/ building/ equipments take place during the course of duties. The approved contractor undertakes to compensate the RRVPNL in respect of any damage due to any act, conduct or the negligence of the person deployed by it.
8. The bidding authority reserved the absolute right to interview the personnel before their services are provided.
9. Provide service of vehicle driver for 8 hrs. per day and 6 days a week.
10. Agency/company shall have to provide additional services of Vehicle Driver as and when required.
11. Agency/Company shall have to provide GPS enable mobile and they shall have experience to drive vehicle using GPS system.

**Sr. Resident Officer  
Rajasthan Vidyut Niwas,  
RVPN Delhi**

**Signature of the Bidder**

**SPECIAL TERMS AND CONDITIONS FOR COMPUTER OPERATOR:**

1. The Computer Operator will have to be polite and punctual.
2. The Computer Operator should be graduate having working knowledge of MS word, Excel and internet as all the office work will be carried out on computer.
3. The Computer Operator shall work as assigned by the Sr. Resident Officer, New Delhi.
4. Agency/Company will provide the identity card to the Computer Operator without any extra cost to the RRVPNL.
5. Agency/Company shall ensure that person deployed by it always conduct himself in benefiting manner while performing his duty during the tenure of agreement. The person deployed by the approved contractor will not at any time cause any nuisance in the premises of the office or does anything which may cause unnecessary disturbance or inconvenience to others at the premises. The approved contractor will ensure that its person does not smoke in the premises of the office and never be under the influence of liquor or drugs during his duty hours. Further he is also required to follow the administrative procedure.
6. Agency/Company shall provide effective service in the matter of Computer Operator in a proper and efficient manner and to the entire satisfaction to the RRVPNL by deploying the adult & without any criminal antecedents and medically fit personnel as required by the Sr. Resident Officer.
7. The person deployed by the Agency/Company shall take all preventive and safety measures to ensure that no damage to material/ building/ equipments take place during the course of duties. The approved contractor undertakes to compensate the RRVPNL in respect of any damage due to any act, conduct or the negligence of the person deployed by it.
8. The bidding authority reserved the absolute right to interview the personnel before their services are provided.
9. Provide service of Computer Operator for 8 hrs. per day and 6 days a week. Agency/company will responsible for confidentiality of computer work.

**Sr. Resident Officer  
Rajasthan Vidyut Niwas,  
RVPN Delhi**

**Signature of the Bidder**

**TECHNICAL BID**

**For providing services Vehicle driver & Computer Operator**

1. Agency/Company's turnover for last three years  
(Copies of I.T. returns, P&L A/c and balance sheet to be enclosed)

Financial Year	Turnover (In Rs.)

2. Whether the Agency/Company is in the field of providing Vehicle driver & Computer Operator, for last 3 years? If yes, please give the names of clients (Please enclose proof), also please mention the details of running contracts separate table

Sr.No	Year	Name of the client with the address and contact number	No. Manpower provided	Contract Value

3. Certificates of satisfactory completion of above mentioned work may be submitted. If it is noticed that the work carried out was not found satisfactory by any client, the bids of such Bidders will be treated as invalid.
4. Mention the registration number, if the Agency is registered under Provident Fund Act, ESI Act and GST. Copy of registration papers along with code numbers attached to the Agency may be provided.
5. Please specify in detail the arrangements that will be made to provide efficient service.

I certify that all the terms and conditions of the bid documents are acceptable to us.

Signature of the authorized Person

**NAME**

**DESIGNATION**

**COMPANY SEAL**

**Date:**

**FINANCIAL BID****Services of Vehicle drivers & Computer Operator at Rajasthan Vidyt Niwas, New Delhi**

1) Name, address:- \_\_\_\_\_

2) Contact No. of the concern:- \_\_\_\_\_

3a) Amount quoted for providing Vehicle Drivers Services are as under :-

S. No.	Type of Services	No. of Driver	Minimum wages prescribed by the Labour Deptt.	Rate quoted by the Bidder	EPF rate %	ESI rate %	Service Charges quoted by the Bidder	Total Amount (Rs.) (4 to 8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Providing Vehicle Driver at RVN, New Delhi	1	Rs. 723/- Per Day Per Person					

3b) Amount quoted for providing Computer Operator Services are as under :-

S. No.	Type of Services	No. of Computer operator	Minimum wages prescribed by the Labour Deptt.	Rate quoted by the Bidder	EPF rate %	ESI rate %	Service Charges quoted by the Bidder	Total Amount (Rs.) (4 to 8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Providing Computer operator, Graduate an above at RVN, New Delhi	1	Rs. 786/- Per Day Per Person					

\* The service charges including Administrative charges quoted by the bidder shall be on percentage basis and the per person charges shall be in compliance to Department of Labour, Govt. of Delhi , failing which the pre bid shall be rejected.

\* The amount quoted above shall be exclusive of all statutory taxes and duties which shall be paid by the RVPN.

**I certify that I have gone through all the terms and conditions of the bid document, which are acceptable to us.**

**Signature of the authorized Person**

NAME

DESIGNATION

COMPANY SEAL

**Date:**  
**Place:**

**AGREEMENT FOR PROVIDING SERVICES OF VEHICLE DRIVER AND  
COMPUTER OPERATOR AT “RAJASTHAN VIDYUT NIWAS” NEW DELHI**

This AGREEMENT is made on this day of \_\_\_\_\_ between the Rajasthan Rajya Vidyut Prasaran Nigam Limited, a Company registered under the Companies Act, 1956 and having its registered office at Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur (hereinafter referred to as RRVPNL) of the ONE PART

**And**

M/s. \_\_\_\_\_ New Delhi-110....  
(herein after referred to as Contractor) of the OTHER PART.

WHEREAS the RRVPNL is desirous of giving a job contract vide Order No. \_\_\_\_\_ dated \_\_\_\_\_ for providing the Services of Vehicle Driver and Computer Operator at RRVPNL's Rajasthan Vidyut Niwas, 7-8, Green Park, New Delhi-110016 and whereas the Contractor has offered to provide the said services on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the RRVPNL. The Contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS RRVPNL has agreed to award job contract for providing services of vehicle driver as mentioned in Annexure A-I and Computer Operator as mentioned in Annexure-II i.e. Job description.

AND WHEREAS the Contractor has agreed to furnish to the RRVPNL a Security Deposit of Rs. \_\_\_\_\_ /- (Rs. \_\_\_\_\_ only) by way of Demand Draft, before or at the time of signing of the agreement. The amount of Bid Security **Rs. 12000/- (Rs. Twelve Thousand only)** will be adjusted against security deposit amount, thus the contractor will deposit balance amount Rs. \_\_\_\_\_ /- (Rs. \_\_\_\_\_ only).

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

**A. GENREAL CONDITIONS**

1. That it is expressly understood and agreed between the parties to this Agreement that the persons employed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the RRVPNL accrue/arise implicitly or explicitly.

2. That on taking over the responsibility of providing the Services of Vehicle Driver and Computer Operator at Rajasthan Vidyut Niwas, the Contractor shall formulate the mechanism and duty assignment of Driver and Computer Operator in consultation with Resident Officer, RRVPNL, Delhi. Subsequently, the Resident Officer shall review the arrangement from time to time and advise the Contractor for further streamlining their system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Resident Officer in this respect from time to time.
3. That the Resident Officer shall be at liberty to carry out surprise check on the person so deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the person so deployed by the Contractor do not come upto the mark or do not perform his duties properly or indulge in any unlawful riots or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such person on the report of the Sr. Resident Officer in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Sr. Resident Officer in case of any of the aforesaid acts on the part of the said person.

#### **B.CONTRACTOR'S OBLIGATIONS**

1. That the Contractor shall deploy a driver to carryout the services as mentioned in Annexure-A-I and Computer Operator out carry out the services as mentioned in Annexure-A-II i.e. Job description as deemed fit by him in consultation with the Sr. Resident Officer.
2. The Contractor shall ensure that the Driver and Computer Operator are punctual and disciplined and remain vigilant in performance of his duty. It is further agreed that the Contractor shall engage medically and physically fit person. Persons so deployed shall not be below 19 years and above 45 years of age.
3. That the Contractor shall submit details like names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Rajasthan Vidyut Niwas and for the purpose of proper identification of the employees of the Contractor deployed at various points, he shall issue identity cards bearing their Photographs/Identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to the RRVPNL and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 and/ or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the RRVPNL indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under



or any of these, the RRVPNL shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claim, demands, loss or injury from the Contractor's monthly payments.

5. That the Contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at the Rajasthan Vidyut Niwas in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
6. That the Contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 with Rules 1950 framed there-under, as amended from time to time on the rates, terms and conditions as approved by Labour Department, Govt. of NCT of Delhi.
7. That the Contractor shall make the payments of wages, etc. to the persons so deployed by him in the presence of representative of the RRVPNL by 7<sup>th</sup> of every month and the representative so depute by the principal employer (RVPNL) will sign on the payment register in token of having disbursement of the salary/ wages to the employees employed by the contractor in his presence. He shall on demand of principal employer (RVPNL) furnish copies of wages register/muster roll, etc. to the RRVPNL for having paid all the dues to the persons deployed by him for the work under the agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the RRVPNL in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages, and terms of employment, inspection and submission of periodical returns.
8. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of the RRVPNL.
9. The Contractor shall provide identity card & proper uniform (mutually agreed uniform, separate for summer and winter) to the Driver or as approved by Delhi Govt. and Identity Card to Computer Operator and shall ensure that his turnout is smart looking in all respect.
10. The contractor shall ensure that none of their employees will be a member of any of the employees union(s) of the central union of Government employees, or take any interest in their activities.
11. The contractor shall not sub-let any part of the contract to any other person(s)/agency(s) in any manner directly or indirectly.

### **C. RRVPNL'S OBLIGATIONS**

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) on monthly basis. Such payment shall be made within 21 working days from the date of receipt of the bills raised by the Contractor and duly certified by the Officer designated by the RRVPNL in this regard.
2. Payment to the contractor shall be made on pro-rata basis of the requirement of no. of persons due to force majeure.
3. That the RRVPNL shall reimburse the amount of Service Tax and claims towards statutory payments on production of documentary evidence of payment of said amount to the prescribed authorities.

### **D. INDEMNIFICATION**

1. That the Contractor shall keep the RRVPNL indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary and sole responsibility of the Contractor to contest the same. In case the RRVPNL is made party and is supposed to contest the case, the RRVPNL will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Contractor to the RRVPNL on demand. Further, the Contractor shall ensure that no financial or any other liability comes on the RRVPNL in this respect of any nature whatsoever and shall keep the RRVPNL indemnified in this respect.
2. That the Contractor shall further keep the RRVPNL indemnified against any loss to the RRVPNL property and assets. The RRVPNL shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

### **E. PENALTIES / LIABILITIES**

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited without any notice and further the work may be got done from another agency at the risk and cost of the contractor.
2. In case the Driver/Computer Operator is not provided, the payment will be deducted from the Contractor's Bill, equal the double of the payment payable per day per person.

### **F. COMMENCEMENT AND TERMINATION**

1. That this agreement shall come into force w.e.f. \_\_\_\_\_ and shall remain in force for a period of Two years i.e. upto \_\_\_\_\_, Which may be extended for the period of one more year on mutual consent.

2. That this agreement may be terminated on any of the following contingencies:
  - a) On the expiry of the contract period as stated above.
  - b) By giving one month's notice by the RRVPNL on account of
    - i. Committing breach by the Contractor of any terms and conditions of this agreement.
    - ii. Assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the RRVPNL
  - c) On Contractor being declared insolvent by competent Court of Law.
  - d) At any time, without notice, in the interest of the RRVPNL.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period, in case the RRVPNL so desires.

3. On termination/expiry of the period of the contract, it shall be responsibility of the Contractor that all the persons deployed will be removed and no person shall create any dispute/ problem in any way to the RRVPNL.

## **G ARBITRATION**

1. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred to the sole arbitration to the Secretary (Admn.), RRVPNL, Jaipur or his nominee. The Contractor has accepted the sole arbitration of Secretary (Admn.) knowing that the Secretary (Admn.) has interest in the affairs of RRVPNL as Secretary (Admn.).
2. The award of the Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Secretary (Admn.), RRVPNL, Jaipur shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Secretary (Admn.), RRVPNL, Jaipur shall mean and include an acting/officiating Secretary (Admn.).
4. The Arbitrator may give interim award(s) and/or directions, as may be deemed fit. The venue of the arbitration will be at Jaipur.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under the clause.

6. The terms & condition supplied with bid form will also be treated a part of agreement.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

**For and on behalf of  
Rajasthan Rajya Vidyut Prasaran Nigam Limited,  
Vidyut Bhawan, Janpath, Jyoti Nagar,  
Jaipur-302005**

For and on behalf of  
M/s. \_\_\_\_\_ New Delhi-110...

**WITNESS**

**1.**

**2.**

**SPECIAL TERMS AND CONDITIONS FOR DRIVER:**

1. The Driver will have to be polite and punctual.
2. The Driver will have a valid Driver License.
3. In case of accident of vehicles on account of negligence of the driver the contracting firm will be liable to make good the losses. The agency may arrange such insurance to cover any sort of loss caused due to accident including life coverage of driver. At all , RVPN will not be responsible to make good the losses.
4. Agency/Company will provide the identity card, uniform (mutually agreed uniform, separate for summer and winter) to the Driver without any extra cost to the RRVPNL
5. Agency/Company shall ensure that person deployed by it always conduct himself in benefiting manner while performing his duty during the tenure of agreement. The person deployed by the approved contractor will not at any time cause any nuisance in the premises of the office or does anything which may cause unnecessary disturbance or inconvenience to others at the premises. The approved contractor will ensure that its person does not smoke in the premises of the office and never be under the influence of liquor or drugs during his duty hours. Further he is also required to follow the administrative procedure.
6. Agency/Company shall provide effective service in the matter of Driver in a proper and efficient manner and to the entire satisfaction to the RRVPNL by deploying the uniformed, adult & without any criminal antecedents and medically fit personnel as required by the Sr. Resident Officer.
7. The person deployed by the Agency/Company shall take all preventive and safety measures to ensure that no damage to material/ building/ equipments take place during the course of duties. The approved contractor undertakes to compensate the RRVPNL in respect of any damage due to any act, conduct or the negligence of the person deployed by it.
8. The bidding authority reserved the absolute right to interview the personnel before their services are provided.
9. Provide service of vehicle driver for 8 hrs. per day and 6 days a week.
10. Agency/company shall have to provide additional services of Vehicle Driver as and when required.
11. **Agency/Company shall have to provide GPS enable mobile and they shall have experience to drive vehicle using GPS system.**

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**SPECIAL TERMS AND CONDITIONS FOR COMPUTER OPERATOR:**

1. The Computer Operator will have to be polite and punctual.
2. The Computer Operator should be graduate having working knowledge of MS word, Excel and internet as all the office work will be carried out on computer.
3. The Computer Operator shall work as assigned by the Sr. Resident Officer, New Delhi.
4. Agency/Company will provide the identity card to the Computer Operator without any extra cost to the RRVPNL.
5. Agency/Company shall ensure that person deployed by it always conduct himself in benefiting manner while performing his duty during the tenure of agreement. The person deployed by the approved contractor will not at any time cause any nuisance in the premises of the office or does anything which may cause unnecessary disturbance or inconvenience to others at the premises. The approved contractor will ensure that its person does not smoke in the premises of the office and never be under the influence of liquor or drugs during his duty hours. Further he is also required to follow the administrative procedure.
6. Agency/Company shall provide effective service in the matter of Computer Operator in a proper and efficient manner and to the entire satisfaction to the RRVPNL by deploying the adult & without any criminal antecedents and medically fit personnel as required by the Sr. Resident Officer.
7. The person deployed by the Agency/Company shall take all preventive and safety measures to ensure that no damage to material/ building/ equipments take place during the course of duties. The approved contractor undertakes to compensate the RRVPNL in respect of any damage due to any act, conduct or the negligence of the person deployed by it.
8. The bidding authority reserved the absolute right to interview the personnel before their services are provided.
9. Provide service of Computer Operator for 8 hrs. per day and 6 days a week. Agency/company will responsible for confidentiality of computer work.

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