

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

**Corporate Identity Number(CIN): U40109RJ2000SGC016485**

**Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur-302005**

**OFFICE OF THE SUPERINTENDING ENGINEER (PROC - I)**

Gate no. 3, Old Power House Premises

Near Ram Mandir, Banipark, Jaipur- 302006

Tel-Fax: +91-141-2208916; [e-mail: se.tlpc@rvpn.co.in](mailto:se.tlpc@rvpn.co.in); Website: [www.rvpn.co.in](http://www.rvpn.co.in)

RVPN/SE (Proc.-I)/XEN(Comm.)/AEN/BN-9015001906/2019-20/D

Date:

**NOTICE INVITING BID**

**PROC-I/2019-20/BN- 9015001906**

Sealed bid (Single parts) is invited from experienced and reputed contractors in single copy for execution of following work on rate contract basis as per our specification.

S. No.	Description	BN. No.	Specification cost in Rs.	Amount of Bid Security in Rs.	Start Date & time of sale of Bid specification	End date & time for sale of Bid Specification	Date & time of opening of bid
1	2	3	4	5	6	7	8
1	Annual Rate Contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts of various models of Printers” for one year i.e. from <b>01.07.2019 to 30.06.2020.</b> , for one year in New MM Building of RVPN, Old Power House Premises (Back Side) Near Ram Mandir, Banipark, Jaipur- 302 006 & its associated offices	9015001906	NIL	1680/-	21.06.2019 (16:00 Hrs)	27.06.2019 (16:00Hrs)	27.06.2019 (17.00Hrs)

The Bid documents/specification can be obtained from the office of the SE(Proc-I) within the stipulated date & time of respective bid as above (col 6). The Bid shall be submitted up to the stipulated date & time of respective bids as above (col 7). Furnishing of requisite **Bid Security** in proper form is essential without which Bid will not be opened. The purchaser reserves the right to increase/decrease aforesaid quantity at his discretion.

The Bid Security as above shall be deposited by demand draft/ banker’s cheque, payable in favor of the Accounts Officer (P&C-I), RVPN, Jaipur in the office of Accounts Officer (P&C-I), RVPN, MM Building, Back side of Old Power House Premises, Near Ram Mandir, Bani Park ,Jaipur-302006.

The Bid security must be deposited by the bidders upto 18:00 Hrs of the end date of submission of respective bids as above. The receipt/acceptance letter of DD/Banker’s cheque/ in respect of Bid Security shall also be obtained by the bidder thereof for submitting the same with the bids of those bidders shall be opened who present the receipt of bid specification cost.

Superintending Engineer (PROC-I)

Not to be published

Superintending Engineer (PROC-I)

## **BID SPECIFICATION (BN- 9015001906)**

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED (RVPNL) intends “Annual Rate Contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts” for one year i.e. from **01.07.2019 to 30.06.2020** .

The salient points are furnished in the table below followed by complete scope of work and general terms & condition:

Contract work	Annual Rate Contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts of various models of Printers” for one year i.e. from <b>01.07.2019 to 30.06. 2020</b> .
Contract period	One year i.e. from <b>01.07.2019 to 30.06.2020</b>
Volume of business	Anticipated volume of business will be around Rs 84,000/- including GST for the financial <i>Year 2019-20</i> . Bid Document: Bid is invited in one part (Techno-Commercial Bid as per Annexure ‘B’ & Price Bid as per G-Schedule)
Bid document	Bid Document: Issued from <b>21.06.2019, 16.00 Hrs.</b> on any working day (From Monday to Friday between 10 AM to 3 PM) Last Date: <b>27.06.2019, 16.00 Hrs</b>
Special Instruction	All Annexure should be in the Performa provided by Nigam only. This is essential from the point of providing complete information for comparison.
Bid Security Deposit	Bidder will have to furnish bid security as Rs.1680/-

### **INSTRUCTION TO BIDDER: Technical terms**

- a) The bid offer shall be furnished in the following manner:-
- b) Bidder shall submit the receipt of deposition of Bid security/ registration certificate.
- c) The bidder should be registered as per rules under relevant law for this activity(copy of registration certificate to be enclosed)
- d) The bidder should have GST registration certificate(copy to be enclosed)
- e) The bidder should have minimum 2 years experience in the concerned field (certificate to be enclosed). Copy of contract to be enclosed for awarded annual rate contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts by reputed organisation/experience certificate from firms/organisation who awarded the contract.
- f) In case, a bidder has performed the aforesaid job in RVPN, No need to attach performance certificate.
- g) The bidder should have annual turnover of Rs. 2.00 lacs during last two financial years (Relevant CA Certificate to be enclosed).
- h) One small size envelope duly sealed & super scribed bid security/ valid exemption / registration certificate against BN-**9015001906** to be opened on Dt. 27.06.2019 at 17:00 Hrs. for proof depositing/furnishing of Bid Security /exemption certificate/registration certificate.

- i) Second envelope duly sealed and super scribed “Techno-commercial bid against BN- 901500**1906** to be opened on Dt. 27.06.2019 at 17:00 Hrs. In this part of bid, Tenderer will have to furnish Techno-Commercial Bid as per Annexure ‘B’ and other relevant documents, which is essential to be submitted as per requirement of bid specifications.
- j) Third envelope duly sealed and super scribed “Price bid against BN- 901500**1906** to be opened on Dt. 27.06.2019 at 17:00 Hrs. In this part of bid, Tenderer will have to furnish Price Bid as per Annexure ‘PB’.
- k) The fourth big size duly sealed envelope for covering all the above three envelopes which shall be super scribed “**BID OFFER AGAINST BN- 9015001906** to be opened on Dt. 27.06.2019 at 17:00 Hrs. and below this following shall be indicated:

The Superintending Engineer (Proc-I)  
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.  
New MM Building, Near Ram Mandir, Banipark,  
Jaipur- 302006 (Rajasthan)

## **2. BID SECURITY**

- (a). Before submitting the offer the bidder shall deposit with the AO(P&C-I), RVPN, Jaipur an amount of Rs. 1680/- as Bid Security in the form of crossed Bank Draft Payable in the name of A.O. (P&C-I), RVPN, Jaipur and obtain a receipt thereof. No other mode of deposit shall be accepted.
- (b) Any BID not accompanied by a copy of the receipt for depositing bid security in crossed bank draft or registration certificate shall be rejected and the bid will not be opened”.
- (c) In case of unsuccessful bids, the bid security will be refundable on production of the original receipt after finalisation of the BID & signing contract agreement with success bidder. In case of successful bids the bid security will be taken into account in arriving at the amount of the Security Deposit referred in the General Conditions of Contract.
- (d) Request for adjustments/proposals for acceptance of bid security deposits (if any) already lying with the Nigam in connection with some other bids/orders shall not be entertained.
- (e) No interest shall be payable on such deposits.
- (f) The service receiver authority reserves the right to forfeit bid security deposit or a part thereof in circumstance, which according to him indicate that the bid is not earnest in accepting/executing any other placed under the specification.

## **3. List of documents to be enclosed**

- 1) Name and address of the firm with contact details
- 2) RTGS details
- 3) Copy of Permanent Account Number (PAN)
- 4) Copy of GST Registration
- 5) Duly signed copy of Bid document and Bid security receipt
- 6) Duly signed terms and conditions
- 7) Copy of Registration Certificate as per rules under relevant law.
- 8) CA Certificate for annual turnover
- 9) Orders awarded in past 2 years in last 5 years
- 10) Performance certificate for continuous 2 years in last 5 years

**Note- Price bid will be considered only if the firm is technically qualified.**

## ANNEXURE –B

### ESSENTIAL CRITERIA FOR QUALIFYING IN THE TECHNO COMMERCIAL BID

- a) The bidder should be registered as per rules under relevant law for this activity (copy of registration certificate to be enclosed).
- b) The bidder not be Franchisee, The bidder should have GST registration certificate (copy to be enclosed).
- c) The bidder should have minimum 2 years experience in the concerned field (Certificate to be enclosed) in last five years. Copy of contract to be enclosed for providing said service to the reputed organisation. Experience certificate from firms/organisation who awarded contract for the same. In case, a bidder has performed the aforesaid job in RVPN, No need to attach performance certificate.
- d) The bidder should have annual turnover of Rs. 2.00 lacs during last two financial years (to be enclosed CA Certificate).
- e) The bidder should deposit a bid security deposit for an amount of Rs. 1680/- in favour of A.O. (P&C-I), RVPN, Jaipur and the same will be refunded to the un-successful bidders without any interest. It may please be noted that Techno Commercial Bid without bid security deposit will be rejected.
- f) It may be noted that all information should be clearly filled in, if any column is left blank the bid will be summarily rejected. The enclosures can be attached as additional information only wherever, the bidder wishes important & necessary, if any, apart from those required under bid document.
- g) **Validity : – 90 days** after the date of bid opening.

(Signature of the contractor with seal )

**Note – Price bid will be considered only if the firm is technically qualified.**

## SCOPE OF WORK & GENERAL TERMS & CONDITIONS

1. The scope of work involves refilling of tonner and replacement of spare parts of Cartridges/laser Printers installed at new MM building, RVPN Old Power House, Jaipur & their associated offices.
2. For refilling of tonner and replacement of spare parts, bidder will be intimated telephonically and same will be rectified within one days from the date of intimation.
3. The bidder should deposit old spare parts in Store section.
4. The Warranty of replaced spare parts of Printers should be for a period of six months from date of replacement of parts except drum. The warranty of drum should be up to three times refilling of tonner.
5. The duration of this contract is for a period of 12 months from 01.07.2019 to 30.06.2020, which can be extended for six months on same terms and conditions and mutual agreement. The list of locations of printers installed at various offices(s) of MM building & XEN(M&F), Store premises, Heerapura shall be made available to the firm alongwith the purchase order.
6. All T & P required for the work shall be arranged by the contractor at his cost.
7. Monthly 90% payment shall be made through NEFT/RTGS on satisfactory refilling/repairing of printers and submission of bills in triplicate to the SE(Proc-I), RVPN, Jaipur within 30 Days through the AO (P&C-I), RVPN, Jaipur. Balance 10% payment shall be release after three months from date of successfully completion of rate contract order. No interest shall e paid on such deductions.
8. Rates quoted shall be valid for one year from the date of entering in to contract.
9. Before commencement of the services a security deposit of Rs. 1680/- shall have to be deposited with the AO (P&C-I), RVPN, Jaipur. The bid security deposit shall be adjusted against it.
10. Termination of the contract by the agency during contractual period shall subject to forfeiture of security deposit.
11. The contractor shall be fully responsible for the conduct of his employees. Any act of misbehavior theft on the part of the contractor's employees, shall be treated as breach of contract.
12. The contractor shall not leave the waste material at site. At the completion of work, waste material shall be removed and disposed off beyond the CE (Proc) Building premises as directed by Engineer- In charge.
13. After award of work, the contractor shall intimate the name and required particular of persons to the concerning Engineer-Incharge for arranging Gate Passes, as required for entry into the premises. The contractor has also to ensure police verification of the employees so engaged.
14. The contractor shall be responsible in case he/she/their workmen is/are/found committing theft. In such cases/incidents, and cost of material/article shall be deposited by the contractor and in addition to this a compensation of Rs. 1000/- + GST shall have to deposited with the Department failing which necessary amount shall be recovered from the pending bills.
15. The contractor shall not sublet the contract.
16. The jurisdiction of court for settling of dispute shall be at Jaipur.
17. If work not found satisfactory, work order will be cancelled within 30 days prior notice to the contractor & security will be forfeited.
18. RVPN reserve the right to cancel the contract as per decision of higher authorities.
19. Within three days of receipt of the work order an agreement on the non-judicial stamp of Rajasthan Rs. @ 0.25% of contract value shall have to be executed by the bidder with the Nigam.
20. I accept the terms & condition no. 01 to 25 of the tender and do work accordingly.

Name & Signature of contractor with seal



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

Corporate Identity Number(CIN):U40109RJ2000SGC016485

Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur-302005

**OFFICE OF THE SUPERINTENDING ENGINEER(PROC-I)**

M. M. Building of RVPN, Old Power House Premises,

Near Ram Mandir, Bani Park, Jaipur – 302 006+02

Tel.-Fax No. 0141–2208916; email: se\_tlpc@rvpn.co.in; Website: www.rvpn.co.in

**Sub :** Annual Rate Contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts” for one year i.e. from 01.07.2019 to 30.06.2020 in the CE (Proc), Old Power House, Near Ram Mandir, Banipark, Jaipur & its associated offices.

G-Schedule							
S. No.	Description of Item	HSN code	Make of INK	No. of Prints	Unit Rate(Rs)	GST %	Total Rate(Rs)
1	<b>Refilling of Tonner</b>						
	Following types of Laser Printers are functioning in this office:						
	HP Jet-3050						
	HP Jet-1020						
	HP Jet-2055						
	HP Jet-1505						
	HP Jet-1007						
	HP Jet-1606						
	Samsung-2851						
	Samsung SC-4521						
	Samsung 1640						
	Ricoh SP-310DN						
	Cannon 4300						
2	<b>Tonner's parts of all printers except RICOH-SP-310DN</b>						
	PCR						
	Clearing Blade(Small) & (Big)						
	Drum						
	Tonner Magnet						
	Tonner Chip(Samsung 2851,SC 4521 FS 7 RICOH-SP 310DN)						
3	<b>Tonner's parts of RICOH-SP-310DN</b>						
	Developer						
	Drum						
	Blade(Small/Big)						
	PCR						
4	<b>Printer's Part(For all printers)</b>						
	Teflon						
	Pressure Roller						
	Service Charges(Per printer in case of repair)						

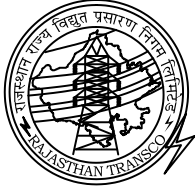
We agree with the special terms & conditions of the Nigam for the ARC for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts” for one year i.e. from 01.07.2019 to 30.06.2020 as per quoted rate.

The rates quoted shall be valid for 90 days.

Date :

Place:

(Signature of the contractor with seal & Sign)



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

Corporate Identity Number(CIN): U40109RJ2000SGC016485

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

**OFFICE OF THE SUPERINTENDING ENGINEER (PROC - I)**

MM Building of RVPN, Old Power House Premises (Back side)

Near Ram Mandir, Banipark, Jaipur-302 006

Tel-Fax: +91-141-2208916; [se.tlpc@rvpn.co.in](mailto:se.tlpc@rvpn.co.in); Website: [www.rvpn.co.in](http://www.rvpn.co.in)

BID COST DEPOSITED VIDE DD NO----- DATED -----.

To,

M/s-----

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**RAJASTHAN VIDYUT PRASARAN NIGAM LIMITED PROCUREMENT & CONTRACT CIRCLE**

Address :

Superintending Engineer (Proc-I)

R.R.V.P.N. Ltd

Gate No. 3, OLD POWER HOUSE PREMISES,

NEAR RAM MANDIR, BANI PARK, JAIPUR-302006.

Telephone: +91-0141-2208916 Fax: +91-0141-2208916

**SPECIFICATION NO, PROC-I /2019-20/BN-9015001906**

**Annual Rate Contract for repair, refurbishing and refilling of toner cartridges with repair and replacement of Spare Parts” for one year i.e.from 01.07.2019 to 30.06.2020 in the CE (Proc), Old Power House, Near Ram Mandir, Banipark, Jaipur & its associated offices.**

BID SECURITY	-	RS. 1680/-
START DATE & TIME OF SALE OF BID SPECIFICATION	-	-----
LAST DATE OF RECEIPT OF BID IN THIS OFFICE	-	-----
DATE OF OPENING	-	-----
VALIDITY	-	90 DAYS AFTER THE DATE OF BID OPENING