

BID SPECIFICATION (BN- 9015001847)

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED (RVPNL) intends "Annual Maintenance work on Rate contract of Cleaning and Up-keeping of MM Building & premises. Maintenance work of lawn & Plant from 01.04.2019 to 31.03.2020" in the MM Building of RVPN, Old Power House Premises, Near Ram Mandir, Banipark, Jaipur- 302 006 "

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

Contract work	Annual Maintenance work on Rate contract of Cleaning and Up-keeping of MM Building & premises, Maintenance work of lawn & Plant in the MM Building of RVPN, Old Power House Premises, Near Ram Mandir, Banipark, Jaipur- 302 006
Contract period	01/04/2019 to 31/03/2020
Volume of business	Anticipated volume of business will be around Rs 3.63 Lacs including GST for financial Year 2019-20. 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 28.01.2019, 11.00 AM on any working day (From Monday to Friday between 10 AM to 3 PM) on payment of Bid Document fee of Rs.1180/- (Bid Document fee Rs.1000/- plus GST@ 18%) in the form of D.D. in the office of AO (P&C-I), RVPN, Jaipur.
	Last Date: 25.02.2019 , 15:00 Hrs
Special Instruction	All Annexure should be in the proforma 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.7300/-

INSTRUCTION TO BIDDER: Technical terms

1. The bid offer shall be furnished in the following manner:-
 - A. Bidder shall submit the Bid security/ registration certificate & receipt of cost of bid documents.
 - B. The bidder should be registered as per rules under relevant law for this activity(copy of registration certificate to be enclosed)
 - C. The bidder should have GST registration certificate(copy to be enclosed)
 - D. The bidder should have minimum 2 years experience in last five years in the concerned field alongwith satisfactory performance.. Copy of contract to be enclosed for awarded annual maintenance contract of Electric & other installations including supply/filling of water in all PVC water tanks and Operation & maintenance of Air cooling system etc. by reputed organisation. If AMC for the similar work awarded by RVPN, copy of award of contract to be enclosed.
 - E. The bidder should have annual turnover of Rs. 3.50 lacs(Approx) during last two financial years (Relevant CA Certificate to be enclosed).
 - F. One small size envelope duly sealed & super scribed BID SECURITY/ REGISTRTION CERTIFICATE AGAINST BN- 9015001846 to be opened at 04:00 p.m. on dated **25.02.2019** for proof depositing/furnishing of Bid Security /exemption certificate/registration certificate.
 - G. Second envelope duly sealed and super scribed "TECHNO-COMMERCIAL BID & PRICE BID AGAINST BN-9015001846 to be opened at 04:00 p.m. on dated 25.02.2019 In this part of bid, tenderer will have to furnish Techno-Commercial Bid as per "G-Schedule" and other relevant documents, which is essential to be submitted as per requirement of bid specifications.
 - H. The third big size duly sealed envelope for covering all the above two envelopes which shall be super scribed "BID OFFER AGAINST BN-9015001846 TO BE OPENED at 04:00 p.m. on dated 25.02.2019 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 S.E. (Proc-I), RVPN, Jaipur an amount of Rs. 6600/- 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.

1. 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) Copy of Registration Certificate as per rules under relevant law for annual maintenance contract of Cleaning and Up-keeping, Maintenance work of lawn & Plant.
- 6) CA Certificate for annual turnover
- 7) Copy of award of contract in past 2 years.
- 8) Performance certificate of at least 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 for FY-2019-20.

1. The bidder should be registered as per rules under relevant law for this activity (copy of registration certificate to be enclosed).
2. The bidder not be Franchisee, The bidder should have GST registration certificate (copy to be enclosed).
3. The bidder should have minimum 2 years experience in last five years in the concerned field (Certificate to be enclosed). Copy of contract to be enclosed for providing annual maintenance contract of Cleaning and Up-keeping, Maintenance work of lawn & Plant etc. awarded by reputed organisation/experience certificate from firms/organisation who awarded contract for Cleaning and Up-keeping, Maintenance work of lawn & Plant etc. If AMC for the similar work awarded by RVPN, copy of award of contract to be enclosed.
4. The bidder should have annual turnover of Rs. 4.00 lacs (Approx) during last two financial years (to be enclosed CA Certificate).
5. The bidder should deposit a bid security deposit for an amount of Rs. 7300/- 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.
6. 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.
7. **Validity : - 120 days** after the date of bid opening.

(Signature of the contractor with seal)

SPECIAL CONDITIONS FOR ANNUAL MAINTENANCE WORK OF CLEANING AND UP-KEEPING OF MM BUILDING & PREMISES, MAINTENANCE WORK OF LAWN & PLANTS OF MM BUILDING, OLD POWER HOUSE, NEAR RAM MANDIR, BANIPARK, JAIPUR.

1. The contract shall be for a period of one year i.e. 01.04.2019 to 31.03.2020 and can be renewed further at mutually agreed terms & conditions.
2. Log book shall be maintained at site to record checks carried out and these shall be signed by the representative of the firm and Department.
3. All T & P required for the work shall be arranged by the contractor at his cost.
4. The break down calls on and when observed shall have to be attended on the same day, failing which it can be got attended at the cost and risk of the contractor and such amount shall be recoverable from his bills/dues.
5. Supplying of all consumable materials, manures, pesticides etc as required shall be in the contractor's scope of work and will be arranged by the contractor at his cost.
6. The income tax, shall be deducted from the bills as per rules applicable.
7. In case of contractor's negligence or non-observance of safety and other precautions, any accident/injury occurred to 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 there in as prevalent from time to time.
8. Due to contractor's carelessness/negligence in observing safety precautions, if damages to department proprieties and personal occur, the same shall be recovered from the pending bills or from his security deposits.
9. The RVPN may withhold the whole or part of any payment for the work carried out by the contractor on account of following reasons:-
 - a. Defective work not remedied.
 - b. Claims filed against the contractor.
 - c. Failure by the contractor to make due payment for material or labour employed by him.
 - d. Damages to department property.
10. The contractor shall be fully responsible for the conduct 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.
11. The Engineer-Incharge shall be at liberty to object in and person employed by the contractor who committed misconduct, or negligent for such events the contractor shall have to removes the personal objected.
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- Incharge.
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. The acceptance of the order shall be conveyed to the order placing authority within 7 days of the receipt of the order, failing which it will be presumed that terms incorporated in the order have been accepted by the contractor.
 18. In order to secure/unsure fulfilment of contract, security deposit shall be deducted @ 10% from each running bill. However, the amount of earnest money shall be adjusted against security deposit; the security deposit shall be refunded on the request of the contractor after 3 months of completion for entire contract to the satisfaction of the department.
 19. If the contractor fails or neglect to observe or perform any of these obligations under the contract, it will be lawful for RVPN to forfeit either in whole or in part of at his absolute discretion, the security deposit furnished by the contractor. No interest shall be payable on such deposited.
 20. The contractor shall ensure timely payment to his labour as per statutory provisions and shall fully comply with the rules laid under payment of wages Act and Labour laws which are applicable or shall be in force from time to time.
 21. Necessary record of deployment of labour and payment of wages can be asked by the Engineer Incharge and the contractor shall have to produce the same for inspection if so desired by him.
 22. The contractor shall be responsible to make deduction towards Provident Fund from the wages of the labour as per provisions of Employee' s provident fund and Miscellaneous provisions Act, 1952. The firm/contractor shall furnish a certificate on his bill that deduction to towards P.F. have been made from the labour engaged by him.
 23. It is the sole responsibility of the contractor to get his workmen to ensured accident and injury while at work, as required by prevailing rules for payment of compensation.
 24. The contractor shall be fully responsible for providing safety equipments first aid, emergency medical treatment to his employees.
 25. The contractor shall make contract agreement on 0.25 % of the contract value on Non judicial stamp paper of Rajasthan in favor of the Superintending Engineer (Proc-I), RVPN, Jaipur.
 26. If work not found satisfactory, Work order will be cancelled within 30 days prior notice to the contractor.
 27. Contractor will submit the bill in triplicate in the name of the Superintending Engineer (Proc-I) after completing the month. The payment will be made within 30 days from AO (Proc-I) , RVPNL, Jaipur through RTGS/NEFT.
 28. Contractor should be registered in GST.
 29. RVPN reserves the right to further increase the contract period on same terms & conditions, if required.
 30. RVPN reserves the right to cancel the contract as per decision of higher authorities.
 31. I accept the terms & condition no. 0 1 to 30 of the tender and do work accordingly.

Name & Signature of Contractor with postal address.

**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_tipc@rvpn.co.in; Website: www.rvpn.co.in

Sub : Annual Maintenance work of Cleaning and Up-keeping, Maintenance work of lawn & Plant in the CE (Proc), Old Power House, Near Ram Mandir, Banipark, Jaipur for the FY- 2019-20.

G-SCHEDULE				
S.N o	Description of Item	Rate in rupees per month	GST	Total amount of AMC(w.e.f. 01.04.2019 to 31.03.2020) in Rupees
1.	Cleaning and Up-keeping of Building & premises 12600Sq.feet area for Ground, 1st and 2nd floor each.			
	Work of daily cleaning and upkeep of office of the CE (Proc) & CE (cont.)and other associated offices on all the floors of (G+2), roof top, staircase, mumty, parking area, and other open spaces of office premises with brooming and wiping of floor. All the necessary T&P, consumable in required quantity (like brooms, wipers, phenyl, naphthalene balls, odonil cack, vim powder, floor stain cleaners, toilet cleaner, detergent etc.) and manpower required for the job shall be arranged by the bidder. Floor shall be wiped by using phenyl and detergent so as to clean all the stain on floor, skirting and toilet dado. The garbage collected as a result of brooming and emptying waste paper basket placed in various places in above area shall be immediately disposed off outside RRVPNL premises with all lead and lift. Chocking of water, chocking of sewerage with pipe lines to sewerage tank, minor breakages of any civil related also include. No extra payment on any ground shall be made for executing this job. For washing hand life-boy soap should also be available at wash basin of toilets. All the toilets should be cleaned twice a day.			

2	AMC of Lawn & Plant			
Description	Qty	Rate per month (Rs.)	(GST)	Total amount of AMC(w.e.f.0 1.04.2019 to 31.03.2020) in Rupees
Maintenance of grassy lawn in various sectors of this building including daily watering, manuring the lawns two time or more as per requirement in a year cutting the extra growth of grass by machine as per requirement, excavating the wild plants as and when observed, filling the depression zones of ground with earth and spreading the pesticides as per requirement (cost of manure shall not be included in rate).	800 Sqm			
Maintenance of plants planted in earthen, plastic brass made ghamllas(pots) watering and washing plants with water and sprinkling of pesticides, cleaning the pots, gudai or plants and their placement as per requirement as directed by engineer incharge.	30 Nos			
Maintenance of plants planted in earthen, plastic brass made ghamllas(pots) watering and washing plants with water and sprinkling of pesticides, cleaning the pots, gudai or plants and their placement as per requirement as directed by engineer incharge.	10 Nos			
Planting of seasonal flowery plants in required sections, locations in the premises as per direction of engineer incharge including its maintenance with watering and sprinkling of pesticides and manuring as per requirement.	80 Sqm			
Total including GST 1+2 Rs				

Total amount in Words (Rs-----)

We agree with the special terms & conditions of the Bid No-BN----- for the AMC of Annual Maintenance work of Cleaning and Up-keeping, Maintenance work of lawn & Plant from **01.04.2019 to 31.03.2020** as per quoted rate.

The rates quoted shall be valid for 120 days.

(Signature of the contractor with seal & Sign)

Date & Place :



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; Website: www.rvpn.co.in

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

To,

M/s-----

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, BANIPARK, JAIPUR-302006.
Telephone: +91-0141-2208916 Fax: +91-0141-2208916

SPECIFICATION NO. PROC-I/2017-18/BN-9015001718

PROVIDING Annual Maintenance work on Rate contract of Cleaning and Up-keeping MM Building & premises, Maintenance work of lawn & Plant from 01.04.2019 to 31.03.2020 IN MM BUILDING OF RVPN, OLD POWER HOUSE , NEAR RAM MANDIR, BANIPARK, JAIPUR.

BID SECURITY	-	RS. 7300/-
BID COST	-	RS. 1180/- (Rs.1000/- + GST@18%)
START DATE & TIME OF SALE OF BID SPECIFICATION	-	28.01.2019, 11.00Hrs
LAST DATE OF RECEIPT OF BID IN THIS OFFICE	-	28.02.2019, 15.00Hrs
DATE OF OPENING	-	28.02.2019, 16.00Hrs
VALIDITY	-	120 DAYS AFTER THE DATE OF BID OPENING