

# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Corporate Identity Number(CIN): U40109RJ2000SGC016485

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

## OFFICE OF THE SUPERINTENDING ENGINEER (PROCUREMENT - I)

Gate no. 3, Old Power House Premises

Near Ram Mandir, Banipark, Jaipur-302 006

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-9015001904/2019-20/D

Date:

### NOTICE INVITING BID

#### PROC-I/2019-20/BN- 9015001904

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 Comprehensive Maintenance contract of HP make & Wipro make Desktop Computers, as is where is basis, for one year in New MM Building of RVPN, Old Power House Premises (Back Side) Near Ram Mandir, Banipark, Jaipur- 302 006	9015001904	NIL	1640/-	12.06.2019 (11:00 Hrs)	20.06.2019 (18:00Hrs)	21.06.2019 (11.00Hrs)

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 15:00 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Not to be published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- 9015001904)

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED RVPNL intends to hire a “Maintenance Contract of HP & Wipro make Desktop Computers” for one year from the date of issue of contract.

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

Contract work	Annual Maintenance Contract of HP make & Wipro make Desktop Computers. Models – HP Pro 3090/2480/3330/110/406GI, HP Elite 8000 & HP Elite 8200 & Wipro WSG37425W7
Contract period	One year from date of issue of contract
Volume of business	Anticipated volume of business will be around Rs 82000/- for one year Bid Document: Bid is invited in one part (Techno-Commercial Bid as per Annexure ‘B’ & Price Bid as per Annexure ‘PB’)
Bid document	Bid Document: Issued from 12.06.2019, 11:00 Hrs on any working day (From Monday to Friday between 10 AM to 3 PM) Last Date: 20.06.2019, 18:00 Hrs-
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.1640/-
Validity of Rates	90 Days

## INSTRUCTIONS TO BIDDER

1. The bid offer shall be furnished in the following manner:-
  - a) Bidder shall submit the bid security/registration certificate.
  - 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 the concerned field(certificate to be enclosed). Copy of contract to be enclosed of awarded annual rate contract for repair of hardware & software of HP & Wipro makes computers with replacement of parts by reputed organisation/experience certificate from firms/organisation who awarded the contract in last five years.
  - e) In case, a bidder has performed the aforesaid job in RVPN, No need to attach performance certificate.
  - f) The bidder should have annual turnover of Rs. 2.00 Lacs during last two financial years (Relevant CA certificate to be enclosed)
  - g) One small size envelope duly sealed & super scribed bid security/ valid exemption / registration certificate against **BN-9015001904** to be opened on Dt.\_\_\_\_\_ for proof depositing/furnishing of Bid Security /exemption certificate/registration certificate.
  - h) Second envelope duly sealed and super scribed “Techno-commercial bid against BN- 901500**1904** to be opened on \_\_\_\_\_. 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.
  - i) Third envelope duly sealed and super scribed “Price bid against BN- 901500**1904** to be opened on \_\_\_\_\_. In this part of bid, Tenderer will have to furnish Price Bid as per Annexure ‘PB’.
  - j) The fourth big size duly sealed envelope for covering all the above three envelopes which shall be super scribed “**BID OFFER AGAINST BN- 9015001904** to be opened on \_\_\_\_\_ 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 A. O. (P&C-I), RVPN, Jaipur an amount of Rs. 1640/- (In words Rupees One thousand six hundred forty only) as Bid Security by 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 crossed bank draft or exemption certificate/registration certificate or certificate saying that the bidder is a Government undertaking/corporation/Company 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 signing contract agreement with successful 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:**

- a) Copy of Permanent Account Number (PAN)
- b) Copy of registration certificate
- c) Copy of GST registration certificate
- d) RTGS details
- e) Signed copy of Bid document and Bid security receipt
- f) Orders awarded in past 2 years in last 5 years
- g) Performance certificate for continuous 2 years in last 5 years
- h) CA Certificate of annual turnover
- i) Certificate on bills that deduction to towards P.F. have been made from the labour engaged
- j) Duly signed terms and conditions
- k) Bidders details address and contact number.

**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 one year

- 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 Goods & Service Tax registration certificate (copy to be enclosed).
- 3) The bidder should have minimum 2 years experience in the concerned field (Certificate to be enclosed). Copy of contract to be enclosed for providing Annual Maintenance of Desktop Computers (HP & Wipro Make) awarded by reputed organisation/experience performance certificate from firms/organisation who awarded contract for Annual Maintenance of Desktop Computers (HP & Wipro make) in last five years.
- 4) The bidder should have annual turnover of Rs. 2.00 lacks during last two financial years (to be enclosed CA Certificate).
- 5) The bidder should deposit a bid security deposit for an amount of Rs. 1640/- (In words Rupees One Thousand Six hundred forty only) in favour of A.O. (P&C-I), RVPN, Jaipur and the same will be refunded to the unsuccessful bidders without any interest after all contractual formalities. 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 : – 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) **Prices :** The unit prices mentioned above are 'Firm' in all respect and inclusive of all charges for providing onsite maintenance service but are exclusive of Goods & Service Tax @ 18.00% which shall be payable extra. Any change in government taxes/duties will take effect as applicable. The prices are for making/keeping the Desktop Computers fully operational without any extra cost. The rates quoted will remain in force for the full period of contract. Maintenance
- 2) **Scope of Work :** The Maintenance service support shall be as under:-
  - i) Maintenance shall include quarterly preventive & call base corrective maintenance of Desktop Computers, as is where is basis, covered under this contract along with supply and replacement of defective parts with original parts/makes. Hardware maintenance will also include software support i.e installing of drivers/other Softwares.
  - ii) The firm shall also provide maintenance support through skilled manpower. All type of repair/maintenance will be done by firm at office site of RVPN during the contract period.
  - iii) Preventive maintenance shall be carried out by the firm in every quarter during the contract period. The firm shall submit the report of preventive maintenance to the purchaser.
  - iv) After logging the complaint, all the complaints shall be resolved /rectified with in time frame of 48 hrs. (Excluding gazetted holidays) for the complaint received from user.
  - v) If the complaints are not attended or rectified/resolved beyond the above indicated time frame, recovery of Rs. 500/- per day + GST will be levied on account of non rectification of the complaints timely but not exceeding to the maximum cost of Computer/Printer. If a standby machine is provided by the firm in place of faulty machine, the recovery will not be applicable.
  - vi) Maintenance service support shall be monitored/ coordinated by T.A to SE(Proc. I)/T.A to SE(Proc. II)/T.A to CE(Proc) acting as nodal officer for Proc.I/Proc.II/ CE(Proc.) & A/cs wing. In case the complaints are not rectified timely as above, all the 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 48 hrs as above and send the same to firm for depositing the necessary charges with A.O(P&C-I), RVPN Jaipur. Complaint register shall be maintained at site to record maintenance carried out and theses shall be signed by the representative of the firm and Deptt.
  - vii) The firm shall provide maintenance support through skilled manpower at RVPN office site in the office of all associated offices of The CE(Proc)/CE(cont.)/CAO(Proc), MM Building, Ram Mandir Banipark, Jaipur & The XEN(M&F), RVPN, Store premises, Heerapura, Jaipur.
  - viii) Repair of damage resulting from accident, transportation, rat bitten neglect or miscues, failure/surge of electrical power and any natural calamity etc. shall not be covered in the firm's scope of AMC.
- 3) **Contract Agreement::** For fulfillment of the contract, firm shall execute a Contract Agreement in the prescribed form (enclosed) on non judicial stamp paper worth Rs. 500 of contract value as per stamp duly applicable of Govt. of Rajasthan. Such agreement shall be executed and signed by the competent authority of the supplier on each page with seal thereof .The payment shall not be released till the contract agreement is executed by you and accepted by the purchaser.
- 4) **Duration of Contract & List of Location:** The duration of this contract is for a period of 12 months from date of work order which can be extended for six months on same terms and conditions and mutual agreement. The list of locations of Desktop Computer 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.
- 5) All T & P required for the work shall be arranged by the contractor at his cost.
- 6) The income tax, sales and other work contract tax etc. 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 properties 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 of his employees. Any act of misbehavior theft on the part of the contractor's employees, shall be treated as breach of contract.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) The contractor shall not sublet the contract.
- 15) The jurisdiction of court for settling of dispute shall be at Jaipur.
- 16) 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.
- 17) In order to secure/unsure fulfillment 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.
- 18) 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.
- 19) 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.
- 20) 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.
- 21) 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.
- 22) 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.
- 23) The contractor shall be fully responsible for providing safety equipments first aid, emergency medical treatment to his employees.
- 24) If work not found satisfactory, work order will be cancelled within 30 days prior notice to the contractor & security will be forfeited.
- 25) RVPN reserve the right to cancel the contract as per decision of higher authorities.
- 26) I accept the terms & condition no. 01 to 25 of the tender and do work accordingly.

Name & Signature of contractor with seal

**Price Bid**

**Annexure PB**

**Name of service: Annual Comprehensive Maintenance contract of HP make Desktop Computers for one year under BN-9015001904**

S.No.	Item Description	Model No.	Qty.	Unit Rate per Annum in Rs.	GST @18%	Total Amount in Rs.
1	Desktop Computers Intel core 2 duo type model no. HP Pro 3090/2480/3330/110/406GI	HP Pro 3090 / 2480/3330/110/406GI	27			
2	Desktop Computers type HP Elite 8000 series.	HP Elite 8000	25			
3	Desktop Computers type HP Elite 8200 series.	HP Elite 8200	35			
4	Desktop Computers Intel core 2 duo Type Wipro Make WSG37425W7	WSG37425W7	07			
	<b>Total</b>					

Amount in words :-

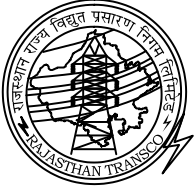
We agree with the terms & conditions of the Nigam.  
The rates quoted shall be valid for 90 days.

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-9015001904**

**PROVIDING** Annual Comprehensive Maintenance work on Rate contract of HP make & Wipro make Desktop Computers, as is where is basis, for one year in New MM Building of RVPN, Old Power House Premises (Back Side) Near Ram Mandir, Banipark, Jaipur- 302 006.

BID SECURITY	-	RS. 1640/-
BID COST	-	NIL
START DATE & TIME OF SALE OF BID SPECIFICATION	-	-----, 11:00Hrs
LAST DATE OF RECEIPT OF BID IN THIS OFFICE	-	-----, 18:00Hrs
DATE OF OPENING	-	-----
VALIDITY	-	90 Days after the date of bid opening

