

(For Website only)



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

**NOTICE INVITING BID**

**SE/PROC-I/NIB-16/2016-17/BN- 9015001609, 9015001610, 9015001611**

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

S. No	Description	BN. No.	Specifi- cation 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	Maintenance contract of Air cooling system for the period 01.04.2017 to 31.10.2017 in MM Building of RVPN, Old Power House Premises, Near Ram Mandir, Banipark, Jaipur- 302 006	9015001609	750=00	3300=00	07.02.2017 (10:00 Hrs)	16.02.2017 (14:30Hrs)	16.02.2017 (15:00Hrs)
2	Annual contract of courier services for year 17-18 in New MM Building of RVPN, Old Power House Premises (Back Side) Near Ram Mandir, Banipark, Jaipur- 302 006	9015001610	1000=00	7200=00	7.02.2017 (10.00 Hrs)	21.02.2017 (14.30Hrs)	21.02.2017 (15.00Hrs)
3	Annual Maintenance contract for cleaning & upkeeping of building, water cooler & RO Purifier, Electrical installation and lawn & plants for the period 01.04.2017 to 31.03.2018 in MM Building of RVPN, Old Power House Premises, Near Ram Mandir, Banipark, Jaipur- 302 006	9015001611	1000=00	9600=00	07.02.2017 (10:00 Hrs)	21.02.2017 (14:30Hrs)	21.02.2017 (15:00Hrs)

The above e-Bids notice is available on the web site [www.rvpn.co.in](http://www.rvpn.co.in) and site <http://sppp.rajasthan.gov.in>. Other terms & conditions shall remain the same.

  
Superintending Engineer (PROC-I)

Not to be published

Superintending Engineer (PROC-I)

**BID SPECIFICATION****BN- 9015001611**

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED RVPNL intends annual maintenance contract for Cleaning & Up keeping, water cooler & RO purifier, Electrical installation , lawn & plants of MM Building from 01-04-2017 upto 31-03-2018.

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

Contract work	Annual maintenance contract for cleaning & upkeeping , water cooler & RO purifier, electrical installation, lawn & plants of MM building.
Contract period	01/04/2017 to 31/03/2018
Volume of business	Anticipated volume of business will be around Rs 4.76 Lacs for the period 01/04/2017 to 31/03/2018.
Bid document	Bid Document: Issued from 07.02.2017 10.00 AM on any working day(From Monday to Friday between 10 AM to 3 PM) on payment of Bid Document by fee of Rs.1000/- by cash or D.D. in the office of AO(P&C-I), RVPN, Jaipur.
	Last Date: 21.02.2017
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.9600/-

**STRUCTION TO BIDDER: Technical terms:-**

The bid offer shall be furnished in the following manner:-

- (A) Bidder shall submit the Bid Security /exemption certificate/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 service tax registration certificate (copy to be enclosed).  
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 maintenance contract of cleaning & upkeeping etc. by reputed organisation/experience certificate from firms/organisation who awarded contract.
- (D) The big size duly sealed envelope for covering all the above documents which shall be super scribed "BID OFFER AGAINST BN- 9015001611 TO BE OPENED ON 21.02.2017 and below this following shall be indicated:

The Superintending Engineer (Proc-I)  
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.  
Gate no. 3, New MM Building, Near Ram Mandir, Banipark,  
Jaipur- 302006 (Rajasthan)

**BID SECURITY**

- (a). Before submitting the offer the bidder shall deposit with the S.E. (Proc-I), RVPN, Jaipur an amount of Rs. 9600/- as Bid Security either in cash or 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 in cash/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 within a fortnight after finalisation of the BID. 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.

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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 Maintenance work of Cleaning and Up-keeping, Electrical & other installation  
Maintenance work, lawn & Plant in the CE (Proc), Old Power House, Near Ram  
Mandir, Banipark, Jaipur for the FY- 2017-18.**

<b>G-SCHEDULE</b>			
<b>S.N o</b>	<b>Description of Item</b>	<b>Rate in rupees per month</b>	<b>Total amount of AMC in rupees for one year</b>
<b>1.</b>	<b>Cleaning and Up-keeping of Building</b>		
	<p>Work of daily cleaning and upkeep of office of the CE (Proc) &amp; 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&amp;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. 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.</p>		

2.	Maintenance work of Electric & other Installations	Rate in rupees per month	Total amount of AMC in rupees for one year
	<p>(i) Maintenance of 03 Nos. water coolers (Voltas) and 03 Nos. 50 LPH RO kent water purifier ( model Elite -II, Capacity 50 lts/Hour) comprehensive AMC , all filters change ones in a year, Sediment filters change two times in a year, carbon cartridge change one time, membrane &amp; candle change as required. Compressors, motors, switches IC ckts, Relays, inner power supply system's shall be repair/ replace when required for all water coolers. Four mandatory service in a year.</p> <p>(ii) Switches, Approx 108 nos. Fans &amp; Fan regulator, 13 nos. Wall &amp; Pedastial fans, 18 nos. Exhaust fan, 200 nos. tube lights, 70 nos. falls ceiling lights etc., bulbs, road/outdoor/garden lights-Mercury &amp; sodium lamps, chocks, starter, all power points, control panel, bells CFL, FL, Porch lights, water submersible pumps &amp; Conventional pumps for watering in gardens &amp; all PVC tanks (on Roof) etc. The cost of all required items &amp; materials and repairs &amp; rewinding of coil of motors (submersible &amp; conventional both) and winding of fans etc. Included in this AMC with material cost.</p> <p>(iii) Repair &amp; maintenance of approx. 70 nos. doors, 160 nos. Almirah, 200 nos. In built Almirah in walls, all computer tables and chairs of all rooms of Ground, First &amp; Second floor with their locks &amp; handles &amp; other items., Glass steel windows handles, steel gates of Main gates, steel gate lockers, curtains, palmate, windows, glasses, chocking of water, chocking of sewerage with pipe lines to sewerage tank, door closer, steel railing of steps &amp; corridors, minor breakages of any civil related, the cost of all required items, materials, accessories including in this AMC.</p> <p>(iv) Supply/filling of water in all PVC water tanks daily at Roofs and cleaning of water tanks twice a month.</p> <p><b>NOTE:-</b> All leakages in G.I. pipe line system and drainage system have to be immediately attended</p> <p>He is also required to ensure timely filling of overhead water tanks daily by opening submersible pump and motor. No extra payment on any ground what so ever shall be made on account of executing this job.</p> <p>The bidder shall maintain a complaint register to</p>		

<p>record the complaint as received from various rooms and offices working in the building. He shall also deploy a staff for recording various complaints. He has to rectify the various complaints so received or otherwise observed in the building within 12 hours of complaint/observation.</p>		
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3	AMC of Lawn & Plant			
	Description	Qty	Rate per month (Rs.)	Total Amount for one year (Rs)
(i)	<p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>800 Sqm</p> <p>30 Nos</p> <p>10 Nos</p> <p>80 Sqm</p>		
	<b>Total 1+2+3</b>			

All rates should be inclusive of service tax if applicable.

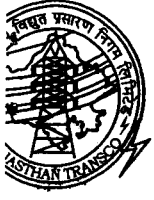
**SPECIAL CONDITIONS FOR ANNUAL MAINTENANCE WORK OF CLEANING AND UP-KEEPING, ELECTRICAL & OTHER INSTALLATION MAINTENANCE WORK, LAWN & PLANTS OF MM BUILDING IN THE CE (PROC), OLD POWER HOUSE, NEAR RAM MANDIR, BANIPARK, JAIPUR.**

1. The contract shall be for a period of one year i.e. 01.04.2017 to 31.03.2018 and can be renewed further one year 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. The rate quoted shall be firm and inclusive of all taxes and duties applicable.
4. All T & P required for the work shall be arranged by the contractor at his cost.
5. 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.
6. Supplying of all consumable materials like grease, lubricating oil, welding rods, jute, gland packing, manures, pesticides etc as required shall be in the contractor's scope of work and will be arranged by the contractor at his cost. All materials/job for maintenance of equipment/fixtures etc. shall be attended by the contractor without charging additional cost.
7. All filters, carbon cartridge of kent RO purifier, shall be changed once & sediment filters shall be changed twice in a year., Four mandatory services are required.
8. The income tax, sales and other work contract tax etc. shall be deducted from the bills as per rules applicable.
9. 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.
10. 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.
11. 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.
12. The contractor shall be fully responsible for the conduct of his employees. Any act of misbehaviour theft on the part of the contractor's employees, shall be treated as breach of contract.
13. 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 remove the person objected.
14. 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.



15. 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.
16. Income Tax and sales tax etc. shall be deducted from bills as per rules.
17. 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/- shall have to deposited with the Department failing which necessary amount shall be recovered from the pending bills.
18. The contractor shall not sublet the contract.
19. The jurisdiction of court for settling of dispute shall be at Jaipur.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. The contractor shall be fully responsible for providing safety equipments first aid, emergency medical treatment to his employees.
28. 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.
29. If work not found satisfactory , work order will be cancelled within 30 days prior notice to the contractor.
30. Contractor will be 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.
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 : Vidyut Bhawan, Jyoti Nagar, Jaipur-302005

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

Gate no. 3, OLD POWER HOUSE PREMISES,  
NEAR RAM MANDIR, BANI PARK, JAIPUR.

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

Email: se.tlpc@rvpn.co.in website : www.rvpn.co.in

BID COST DEPOSITED VIDE A-9 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, BANI PARK, JAIPUR-302006.

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

**SPECIFICATION NO, PROC-I/2017-18/BN- 9015001611**

**PROVIDING MAINTENANCE OF CLEANING & UPKEEPING, WATER COOLER & RO PURIFIER, ELECTRICAL INSTALLATION, LAWAN & PLANTS OF MM BUILDING , GATE NO. 3, OLD POWER HOUSE PREMISES , NEAR RAM MANDIR, BANIPARK, JAIPUR.**

BID SECURITY	-	RS. 9600/-
BID COST	-	RS. 1000/-
START DATE & TIME OF SALE OF BID SPECIFICATION	-	07.02.2017 FROM 10.00 AM
LAST DATE OF RECEIPT OF BID IN THIS OFFICE	-	21.02.2017 UPTO 2.30 PM
DATE OF OPENING	-	21.02.2017 AT 3.00 PM
VALIDITY	-	120 DAYS AFTER THE DATE OF BID OPENING

Seal and signature