

OFFICE OF THE  
S.E. (MIS & IT)  
R.R. No. 826  
Date. 3.11.22

**URGENT  
OUT TO-DAY**



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**  
[Corporate Identity Number (CIN):U40109RJ2000SGC016485]  
Regd. Office : Vidyut Bhawan, Jyoti Nagar, Jaipur-302005.  
Telephone - Fax +91-141-2740455.  
Email: ao.admn.store@rvpn.co.in - Website : www.energy.rajasthan.gov.in/rvpnl

**U.O. NOTE**

Please find enclosed herewith the **Bid Enquiry No. 02 (2021-22)** for the publication on the website of RVPN i.e. [www.rvpn.co.in](http://www.rvpn.co.in) and Rajasthan State Procurement Portal.

The summarized details are as under :-

|  |   |
|--|---|
| Bid Enquiry No.                            | 02 (2021-22) - Secretary (Admn.), RVPN  |
| Description                                | Purchase of Paper Ream (75 GSM)   |
| Estimate Cost of Work                      | Rs. 3,84,560.00   |
| Bid Cost                                   | Rs. 1000/- + 18 % GST = Rs. 1180/-  |
| Bid Security Declaration (till 31.12.2021) | Bid Security Declaration on Stamp paper Rs. 50/- on which 30% Surcharge is payable. |
| Bid Security Amount                        | Rs. 7700/-  |
| Date of Selling Bid                        | Upto 2.00 PM of 05.01.2022  |
| Last date of submission of Bid             | Upto 3.00 PM of 05.01.2022  |
| Date of Opening                            | On 3.00 PM of 06.01.2022  |

The above bears the approval of the Whole Time Directors, RVPN, Jaipur.

**Encl.:- As above.**

*Dsh SL*  
*27/12*  
**(ASHA SHARMA)**  
**ACCOUNTS OFFICER (ADMN. & STORE)**

To,

✓ The Superintending Engineer (MIS),  
RVPN, Chambal Power House,  
**JAIPUR.**

U.O. Note No. RVPN/AO(Admn. & Store)/F.40(Paper Ream)/2021-22/D. 395 Dt. 27/12/21

Copy to the Dy. Director (Public Relations), RVPN, Jaipur, along with a copy of NIT for information and record.

**Encl.:- As above.**

*Dsh SL*  
*27/12/21*  
**ACCOUNTS OFFICER (ADMN. & STORE)**

AEN(SJ)

*Xm-1 (mst 17)*

*31/12*

*AEN mst 17 - 65*

*31-22*

*JEN (PS)*

*arrange to upload on website.*

*31/12*



## राजस्थान राज्य विद्युत प्रसारण निगम लिमिटेड

[कार्पोरेट पहचान क्रमांक (CIN):U40109RJ2000SGC016485]

रजि.कार्या.: विद्युत भवन, ज्योति नगर, जयपुर-302005.

टेलिफोन-फैक्स : +91-0141-2740455

ईमेल:[ao.admn.store@rvpn.co.in](mailto:ao.admn.store@rvpn.co.in); वेबसाईट [www.energy.rajasthan.gov.in/rvpng](http://www.energy.rajasthan.gov.in/rvpng)

### निविदा सूचना संख्या 2 (2021-22)

अधोहस्ताक्षरकर्ता द्वारा विभिन्न प्रकार का पेपर रिम, जिसकी अनुमानित लागत रूपये 3.85 लाख (रूपये तीन लाख पच्चीस हजार) है, क्रय करने हेतु निर्धारित प्रपत्र में मुहरबंद निविदायें आमंत्रित की जाती हैं।

| S. No. | DESCRIPTION OF MATERIAL   | Qty. to be Purchase |
|--------|---|---------------------|
| 1.     | Paper Ream of 75 GSM A-4 Size (210x297 mm) in mill packing containing 500 sheets in each ream having normal weight not less than 2.3 kg per ream. | 2500 ream           |
| 2.     | Paper Ream of 75 GSM FS Size (215x345 mm) in mill packing containing 500 sheets in each ream having normal weight not less than 2.8 kg per ream.  | 200 ream            |

निविदा प्रपत्र, निविदा शुल्क रूपये 1000.00 (रु. एक हजार मात्र) + G.S.T. 18%, वरिष्ठ लेखाधिकारी (स.अ.-रोकड़), रा.रा.वि.प्र.नि.लिमिटेड, जयपुर को नकद जमा कराकर, लेखाधिकारी (प्रशासन-स्टोर), रा.रा.वि.प्र.नि.लिमिटेड, जयपुर के कार्यालय से दिनांक 05.01.2022 को दोपहर 2.00 बजे तक प्राप्त किये जा सकते हैं। निविदा प्रपत्र दिनांक 05.01.2022 को दोपहर 3.00 बजे तक स्वीकार किये जायेंगे एवं दिनांक 06.01.2022 अपराह्न 3.00 बजे उपस्थित निविदादाताओं के समक्ष खोले जायेंगे।

  
सचिव (प्रशासन)

Issued to \_\_\_\_\_  
Bid Cost Deposited vide CR No. \_\_\_\_\_ dated \_\_\_\_\_

UBN :- VPN 2122 65 08 01039

AO (Admn. & Store), RVPN, Jaipur.

To,

The Secretary (Admn.),  
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.,  
**JAIPUR (RAJ.).**

Sub.: - **Bid for the Supply of Paper Ream.**

Ref.: - **Bid Enquiry No. 02 (2021-22) due on 05.01.2022.**

|     |  |   |             |
|-----|--|---|-------------|
| 1.  | Name of Bidder Firm  |   |             |
| 2.  | Address  |   |             |
| 3.  | Telephone No.  | (Office)  | (Residence) |
| 4.  | Mobile No.   |   |             |
| 5.  | PAN No. (Compulsory)   |   |             |
| 6.  | G.S.T. No.<br>(Compulsory) (enclosed<br>attested copy<br>of certificate) |   |             |
| 7.  | Validity of Bid  | _____ Days ( not less than 90 days).  |             |
| 8.  | Delivery Period  | Within _____ Days (not more than 30 days. See Clause No. 20).                     |             |
| 9.  | Rates  | (A) Rates are FOR – A.O.(Admn. & Store), RVPN,<br>Vidyut Bhavan, Janpath, Jaipur. |             |
|     |  | (B) Rates have been quoted in the list attached.                                  |             |
| 10. | Reference of Bid<br>Security/Declaration                                 | CR/BC/Draft No. _____ Date _____<br>Name of Bank :                                |             |
| 11. | Any other detail   |   |             |

### **Declaration**

The firm(s) agrees to abide by all the terms and conditions mentioned in the Bid Form issued by the Secretary (Admn.), RVPN 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 :

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27/12/21

**BID NO. 2 (2021-22) DUE ON 05.01.2022**

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

**GENERAL TERMS AND CONDITIONS OF BID  
AND INSTRUCTION FOR FILLING OF BID**

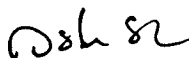
1. Sealed Bid are invited for the supply of Paper Ream up to 3.00 P.M. of dated 05.01.2022.
2. The Bid shall be submitted in the form attached herewith and all blank in the Bid shall be duly filled in.
3. Bid accompanied with all relevant documents should be addressed to the Secretary (Admn.), RRVPN Ltd, Vidyut Bhavan, Janpath, Jaipur.
4. The Bid in sealed cover, shall be delivered in the Office of the Secretary (Admn.), RRVPN Ltd, Vidyut Bhavan, Janpath, Jaipur not later than 3.00 PM Indian Standard Time on dated 05.01.2022. Bid(s) shall not be accepted after the time and date fixed for receipt of the Bid and will be returned unopened to the bidder. The bid will be opened by the PC-M5 Committee, RVPN Ltd., Jaipur at 3.00 PM on dated 06.01.2022 in the presence of such bidder(s) who wish to be present at the time of opening.
5. If the date fixed for receiving and opening of bid is declared as public holiday, the bid shall be received and opened on the day on which office re-opens after such holiday(s) on the timing as indicated above.
6. The bid shall be signed by a responsible and authorized person. The name and authority of the signatory shall be stated clearly in bid. The bid should be only filled in with ink or typing form. No bid shall be filled in by pencil, otherwise, it shall be cancelled. All additions, alterations, cuttings and over writings in bid, must be clearly initialed by the signatory of the bid.
7. The bid shall be valid for a minimum period of 90 days. Bid(s) mentioning shorter period than specified, is likely to be ignored.
8. **Bid Cost is Rs. 1000/- + 18% GST i.e. total Rs. 1180/-** to be deposited by the Bidder to the Sr. Accounts Officer (EA-Cash), RVPN, Jaipur, so as to make copy of Bid document valid.
9. Request for adjustment / proposals, for acceptance of Bid Security deposit, if any, already lying with the RRVPN in connection with some other Bids/orders shall not be entertained.
10. **Bidder Qualification / Eligibility Criteria :-**
  - (i) Bidder must have valid GST registration certificate with a copy of GST return filled and GST paid till Sep. 2021 to be annexed with Bid .
  - (ii) Firm must have executed at least Two Orders of relevant procurement i.e. paper reams in last Five (5) years in PSU / bank / Govt. Offices ~~as~~ Copy of order is to be annexed.
  - (iii) Firms/ Business owners whose Performance security/ bid security or any other type of payment has been forfeited in last 3 years by any organization shall not be eligible to participate in the bid.

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- (iv) Copy of PAN Card and copy of Income Tax Return for the last three (3) preceding FYs till 2020-21 is to be annexed.
- 11 (i) Bid Security shall be given in accordance with Rule 42 of RTPP Act & Rules as amended time to time. In line of this a "Bid Security" declaration shall be given by the Firm on Rs. 50/- stamp paper, on which 30% amount has been paid as surcharge. Format of bid security declaration is annexed as Annexure 'A'.
- (ii) Bid security amount @ 1% of Rs. 3.85 lacs (estimated cost of contract) i.e. Rs. 3850/- shall have to be deposited by the bidder in cases as mentioned at point no. (a) to (e) in bid security declaration. Whereas Bid security amount @ 2% of Rs. 3.85 lacs (estimated cost of contract) i.e. Rs. 7700/- is to be deposited in a case where Stamp worth rs 50 for "Bid Security" declaration is not done till 31.12.2021. The provision related to Bid security shall be applicable as per RTPP rules as amended time to time.
- (iii) The Bid and Bid security declaration/ Bid security deposit, shall be placed in separate sealed covers and both envelopes shall be placed into one sealed cover and clearly marked on the cover "BID FOR THE Paper Ream DUE ON 05.01.2022 Bid accompanied with all relevant documents should be addressed to the Secretary (Admn.), RVPN Ltd, Vidyut Bhawan, Janpath, Jaipur.
12. The RRVPN Ltd. reserve the right to forfeit the Bid Security deposited or part thereof in circumstances which according to him indicate that the bidder is not interested in accepting / executing any order placed under the specification.
13. An amount equal to the 2.5% (.5% in case of Small Scale Industries of Rajasthan and 1% in case of Sick Industries as per RTPP Act) of Contract Value will be deposited by successful bidder as Performance Security. This amount will be refundable to the bidder after 60 days after final supply or completion of Guaranty / Warranty period or as decided by the Secretary (Admn.), RRVPN Ltd., Jaipur from the date on which the contract is finally fulfilled satisfactory.
14. The Secretary (Admn.), RRVPN 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.
15. Price shall be the criteria for selecting the lowest one bid. But quality shall also be checked while finalizing the paper ream to be procured and if quality is not found up to the satisfactory level then better quality of paper ream of higher value in Bid, may be selected at the discretion of the Procuring Committee.

Signature of the Bidder

  
Accounts Officer (Admn. & Store)

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16. The act of submission of Bid to the Secretary (Admn.), RRVPN Ltd., Jaipur, shall be deemed to constitute an agreement between the bidder and the Secretary (Admn.), RRVPN Ltd., Jaipur, whereby, such Bid shall remain open for acceptance by the Secretary (Admn.) and bidder have no option to withdraw or impair or derogate his offer. If the bidder be notified during the period of validity 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.
17. The successful bidder have to execute an agreement on the non-judicial stamp paper worth Rs 500/- (Rs. Five Hundred) only or as applicable at the time for agreement, at his own cost, for satisfactory completion of Order.
18. The prices quoted should be firm in all respect, inclusive of all levies, Freight packing, forwarding, insurance etc. and F.O.R. A.O. (Admn. & Store), RVPN, Vidyut Bhavan, Janpath, Jaipur.
19. The procuring authority reserves the right to increase/decrease the Bided quantity as per RTPP Act and Rules at the time of placement of Order. Procuring Authority also reserves the right to drop the Bid enquiry or to reduce the Bided quantity to any extent at its discretion.
20. The ordered material shall be supplied within 30 days positively from the date of issue of Purchase Order by this office.
21. The time and date of delivery specified above being the essence of the contract must adhered to and supply completed no later than the period specified in delivery clause. If the supplier fails to deliver the material as per order or any part thereof within the specified delivery period, the purchaser shall have following option at his discretion :-


if the Bid fails to supply the goods within the specified period or extended period, the purchase officer shall recover from the supplier @ ½ % (half percent) value of the material which the supplier has failed to deliver in time per week or part thereof, subject to a maximum of 10%

OR

To purchase from elsewhere without giving any notice to the bidder / supplier at the risk and cost of supplier

22. In case goods other than the approved quality, make, size etc. are supplied, it shall be rejected and will have to be replaced within a reasonable time by the supplier without extra cost. The prices fixed by the purchasing officer shall be final and binding on the supplier.
23. The rejected articles must be removed/ replaced by the bidder from the destination within 7 days from the date of information of rejection. The official concerned will take responsible care of such material but in no case shall be responsible for any loss shortage, damages that occur to it, in premises of contractor.

Signature of the Bidder

  
Accounts Officer (Admn. & Store)

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27/12/21

24. The contract of supply can be repudiated at any time if the supplies are not made to the satisfaction of the purchaser.
25. The payment will be made on presentation of bill in triplicate on completely execution of supply/work according to the order and specification. No payment of running bills or advance payment will be made.
26. The direct or indirect canvassing on the part of bidder or their representative will disqualify their Bids.
27. The contract or any substantial part there-of shall not be assigned or sublet to any other agency.
28. No other condition except those mentioned above will be entertained in the Bid.
29. The RRVPN Ltd. will not be responsible to accept any cost in preparation or submission of Bid.
30. Any clarification required may be sought from the Secretary (Admn.), RRVPN Ltd., Jaipur.
31. All the other provisions, terms & conditions which are not mentioned specifically as above, the same will be applicable as per the RTPP Act and rules or RVPN rules made their under.

Signature of the Bidder

*Doh n*  
*27/12/21*  
Accounts Officer (Admn. & Store)



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**

[Corporate Identity Number (CIN):U40109RJ2000SGC016485]

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

Telephone - Fax +91-141-2740455.

Email: ao.admn.store@rvpn.co.in - Website : www.energy.rajasthan.gov.in/rvpnl


No.:RVPN/AO (Admn. & Store)/F.40 (Paper Ream)/2021-22/ D.

Dt.

**SPECIFICATION OF PAPER REAM**

| S. No. | Description of Material   | Qty. to be Purchase | Unit | Name of Brand/ Make with complete specification | Rate (per ream in Rs.) |
|--------|---|---------------------|------|---|------------------------|
| 1.     | Paper Ream of 75 GSM A-4 Size (210x297 mm) in mill packing containing 500 sheets in each ream having normal weight not less than 2.3 kg per ream. | 2500 ream           | Each |   |                        |
| 2.     | Paper Ream of 75 GSM FS Size (215x345 mm) in mill packing containing 500 sheets in each ream having normal weight not less than 2.8 kg per ream.  | 200 ream            | Each |   |                        |

Rate of GST, if extra .....

  
A.O. (Admn. & Store)

Signature of the bidder

**URGENT**