



प्रवाहि राशि सूर्योः

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JAIPUR VIDYUT VITRAN NIGAM LIMITED

OFFICE OF THE SUPERINTENDING ENGINEER (MM-I)

Old Power House Premises Near Ram Mandir, Banipark, Jaipur-6

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

Website: <http://energy.rajasthan.gov.in/jvvn1>

SPECIFICATION NO. JPD/ SE/MM-I/ SPO-I/ TN-4755 FOR PHOTOCOPYING WORK BY HIRING OF PHOTOSTATE MACHINE WITH OPERATOR FOR A PERIOD OF ONE YEAR AGAINST TENDER NOTICE NO. TN-4755.

LAST DATE & TIME FOR RECEIPT OF TENDERS	16.7.2019 Upto 02:30 PM
DATE & TIME OF OPENING OF TENDER	16.7.2019 AT 03:00 PM
BID SECURITY TO BE DEPOSITED	i) General Bidder : Rs. 10,000/- ii) Sick Unit : Rs. 5,000/- iii) SSI Unit of Rajasthan : Rs. 2,500/- *
COST OF THE SPECIFICATION	Rs.2,950.00(non refundable)
VALIDITY	120 DAYS FROM THE NEXT DATE OF OPENING OF TENDER

Note:- The bidder, in their own interest, are requested to read very carefully Section-I (Instruction to bidders), Section-II (General Condition of Contract) & Section-III (Technical Specification) before filling the bid. The Bid documents be downloaded from JVVNL website <http://energy.rajasthan.gov.in/jvvn1>. No hard copy of the bidding documents will be provided to the bidders through this office. In case of any discrepancy found in bidding documents downloaded from the website and appended with the bid (as a bid document) and original copy of such document available in the office of Superintending Engineer (MM-I.), Jaipur Discom, Jaipur then the copy available with Superintending Engineer (MM-I.), Jaipur Discom, Jaipur will be considered as final document for all purpose. The cost of Bid document as published in NIT shall be furnished along with downloaded bid document in the manner prescribed in bid document.

SCOPE

This specification covers photocopying work by hiring of Photostat machine with operator for a period of one year approximate in the office of SE(MM-I),JVVNL, Jaipur at Old Power House, Near Ram Mandir, Bani Park, Jaipur – 302 006

TERMS & CONDITIONS

- 1. Period:-** The period of contract will be one year from the date of placement of order. The contract may be extended further on mutual understanding and merit and demerit of the case on same rates, terms & conditions.
- 2. Installation of Machines:-** The Photocopier machine shall be installed at Room No. 215 of MM Wing, Old Power House, Jaipur within 3 days of receipt of this contract order. The electricity charges shall be borne by the Nigam.
- 3. Working hours:-** The normal working hours for photo copier work shall be 9.30 AM to 6.00 PM during working days. The work shall also be carried out before or after the working hours and even on holidays as and when required by the Nigam. No extra charges will be paid on this account.
- 4. Maintenance Charges:-** All kind of maintenance charges including accessories etc., for photo copying machine shall be borne by the bidder. He shall arrange the required manpower, stationary and other relevant material for photo copying work.
- 5. Photo copy work:-** The photo copy work of various documents shall be carried out after getting proper requisition duly signed by the authorized person of this office. Printed requisition slip book shall be provided by the bidder. Photo copying work done without proper requisition slip and without signed by authorized person of this office shall not be entertained for payment. Following shall also be taken into consideration:-
 - a) Photo copy of documents shall have 75 GSM and size A-4 (210x297) mm and weight of each packet in Kgs. containing 500 sheets should be approx. 2.3 Kg.
 - b) The skilled staff should be engaged by you for this work.
 - c) The work should be of good quality in all respect and clearly readable.
 - d) The photo copies of documents should be returned duly stapled in the manner/sequence as they are handed over to you for photo copying.
 - e) The secrecy of documents shall be maintained while carrying out the photo copying work. No information by any means shall be leaked out.
- 6. Price:-** The prices shall be quoted exclusive of GST. GST is to be quoted separately. Any statutory variation in GST/ introduction of new tax shall be to the account of JVVNL.

7. Terms of Payment:- 100% payment shall be arranged by the Accounts Officer(MM), JVVNL, Jaipur under Sr. Accounts Officer (MM), JVVNL, Jaipur through NEFT/RTGS/Account Payee cheque on monthly basis on presentation of bill verified by the Store Purchase Officer-I, JVVNL, Jaipur. The statutory deductions will be made from the amount due as per applicable Rules and Regulations.

8. Estimated cost of total volume of work is approx. Rs.5.00 Lacs in a year. Payment shall be made only on per page basis for actual quantity of work done irrespective of man and machinery deployed.

9. Penalty:- In case of un-availability of photo copying work, may be for any reason, a penalty of Rs. 500/- (five hundred only) per day per machine will be imposed and cost of work got done from open market will also be recovered from your pending/ensuing bill.

10. Sub-letting of the contract:- The contract shall not be Subletted in full or part thereof to any other agency.

11. Parallel Contract:- The JVVNL reserves the right for entering into parallel contract with other firms and to assign for specific other areas of operation.

12. Agreement:- An agreement on the non judicial stamp paper worth Rs.500/- at own cost, within 7 days from the date of issue of order shall be submitted by the bidder.

13. Disputes:- All disputes whatsoever may arise between both the parties herein shall always be deemed to have arisen at Jaipur and no courts except the court situated at Jaipur (Rajasthan) shall have jurisdiction to entertain the same.

13. Termination of Contract:- The contract can be terminated at any time if the work is not found satisfactory at your risk and cost.

14. Acceptance of order:- The acceptance of this order must be acknowledge within a week time from the date of receipt of this order in case no communication is received in the stipulated time, it will be presumed that the order is not accepted by the successful bidder.

15. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security. In case of successful bidders, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of Performance Security.

16. The amount of performance security shall be **five percent** of the amount of supply order in case of procurement of goods and services and **ten percent** of the amount of work order in case of procurement of works. In case of Small Scale Industries of Rajasthan it shall be **one percent** of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be **two percent** of the amount of supply order. The Bank Guarantee shall be initially valid for 18 months and shall be further extended to cover the balance guarantee period where ever required by the purchaser. The performance bank guarantee shall be furnished in the prescribed performan on a Rajasthan

Government Non-Judicial Stamp Paper (where ever applicable) amounting to 0.25% of BG value or Rs.25,000/-, whichever is less(it will be also applicable on other type of bank guarantees).

BOQ of photocopying work by hiring of Photostat machine with operator for a period of one year:

Must be filled by the bidder and enclosed with the bid.

S.No	Particulars	Unit rate (in Rs.)	GST %	GST Amount (in Rs.)	Total unit rate including GST (in Rs.)
A	Black photo state on white paper				
1	Photo state Paper provided of 75 GSM , having size A-4 (210x297) mm and weight of each packet in Kgs. containing 500 sheets should be approx. 2.3 Kg.				

Name of bidder –

Mobile No. –

GST registration No –

Address -

Signature of bidder with seal