



RAJASTHAN URJA VIKAS NIGAM LIMITED

(A Government of Rajasthan Undertaking)
Corporate Identity Number (CIN) - U40104RJ2015SGC048738
Regd. Office - Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

(Personnel & Administration Department)

Work Office at: Shed No. 5/6, Vidyut Bhawan, Janpath, Jaipur- 302005

E-mail: dd.hr.ruvnl@rajasthan.gov.in Website: www.energy.rajasthan.gov.in/ruvnl

No. RUVN/P&A/store./F. /D. 708

Dated 09.10.2020

Notice for Inviting Open Tender for Photocopy Machine Services

Open tenders are invited in sealed envelope from firm/contractor/agency, separately for Vidyut Bhawan & MNIT Campus, Malviya Nagar, Jaipur for providing photocopy services to RUVNL as per terms & conditions given below.

The tender shall be accepted in sealed envelope up to 7 days from the date of first publication of NIT i.e. 15.10.2020 (03:00 PM) and shall be opened on same date at 03:05 PM in the office of undersigned in the presence of representatives of firm, agency, Contractor who may wish to remain present at that time.

S.N.	Particulars	Rate per Copy (with paper and manpower) (To be quoted)	
		Vidyut Bhawan	MNIT, Malviya Nagar
1	Photo Copy on A-4 Size		
2	Photo Copy on Legal Size		

Terms & Conditions:-

1. Unit Rate per copy (with paper and manpower) should be quoted inclusive of all type of taxes, duties charges, maintenance etc. but excluding GST separately for each premises as separate quotation which will be paid extra by RUVNL .
2. The paper used for photocopy should be provided by contractor and of good quality and at least 75 GSM paper of reputed Mill.
3. Normally the working hours shall be 9:30 AM to 6:00 PM in normal working days. Services may also be required in holidays/beyond the normal working hours as and when required.
4. The period of the above contract of Photocopying services shall be one year and may be extended for 1 more year on mutual understanding of the parties on the same rates, terms and conditions.
5. Manpower/operator for photocopy machine shall be provided by contractor. The skilled staff should be engaged by contractor for this work.
6. The contractor will raise GST invoice in the prescribed format, the amount of GST shall be borne by the RUVNL and the same should be deposited by the contractor.
7. All kind of maintenance charge/material charges including spare parts/Accessories etc. for photocopy machine shall be borne by contractor. The manpower, paper & stationery, consumables and other related material for photocopy work shall be arranged by contractor.

8. The work should be of good quality in all respect and clearly readable, the photocopies of documents should be returned duly stapled in the manner/sequence as handed over for photocopying. The secrecy of documents shall be maintained while carrying out the photocopy work. No information by any means shall be leaked out.
9. Nigam shall not be responsible for any damage or theft of the machine installed by the hired agency. In case the hired desires so, then equipments may be got insured by the hired agency at his own cost.
10. Firm shall have to execute written agreement on non judicial stamp of GoR worth Rs. 500/- on receipt of work order with RUVNL.
11. Total estimated value of tender is Rs 1,20,000 for Vidyut Bhawan Campus and Rs 80,000 for MNIT campus totaling to Rs. 2,00,000/- approximately.
12. Bid security/EMD shall be deposited @ 2% (two percent) of tender value by the non MSME registered bidder i.e. Rs. 4000/-, while MSME registered contractors have to deposit EMD @ 0.5% of tender value. Any bidder may apply for both service spots (places) or for any one place but in separate envelopes and application.
13. Performance Security shall be deposited @ 5% (five percent) of the contract value within 7 days from the date of issuing the order. No interest shall be paid on Performance Security. Performance security shall be refunded after completion of the contract.
14. Tender fee of Rs. 1180/- (Incl. GST Rs.180/-) is payable in favour of AAO (EA/Cash), RUVNL, Jaipur through Demand Draft/Bankers' Cheque irrespective of number of locations. This fee will not be refunded.
15. EMD is payable in favour of AAO (EA/Cash), RUVNL, Jaipur through Demand Draft/ Bankers' Cheque. EMD will be refunded after finalizing of tender process and no interest shall be paid on EMD.
16. Contractor shall not sub let the contract to any other agency.
17. Failure to abide by any of above terms & conditions or otherwise the contract may be terminated without assigning any reason.
18. RUVNL reserve the right to declare the tender process cancelled at any time.
19. The RTPP Act and Rules shall also be applicable.

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Dy. Director (HR)
RUVN, Jaipur

Copy to be placed at following:-

1. Notice Board.
2. One regional daily newspaper with wide circulation.
3. Official Website of RUVNL.
4. State Public Procurement Portal.

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Dy. Director (HR)