

राजस्थानराज्य विद्युतउत्पादननिगमलिमिटेड

कार्यालय लेखाधिकारी (रोकड.)

शेडनं. 7, विद्युतभवन, जनपथ, जयपुर

निविदा-सूचनाAOC-28

राजस्थानराज्य विद्युतउत्पादननिगमलिमिटेड, के विद्युतभवनज्योतिनगर एवं एल. आई. सी. भवन, तृतीय तल, अम्बेडकरसर्किल के पासजयपुरमेंस्थितविभिन्नकार्यालयों के लिए निम्नानुसारसेवाओंकीआपूर्तिहेतुसम्बन्धित एवंअनुभवीफर्मोंसेअनुबन्ध हेतुमोहरबन्दनिविदायेंआमंत्रित की जातीहै।

क्र. सं.	निविदा सं.	आपूर्ति की जाने वालीसेवाओं काविवरण	सेवा अवधि	अनुमानितलागत (रु. में)	धरोहर राशि (रु. में)	निविदा शुल्क (रु. में)	निविदा खुलनेकादिनांक
1.	AOC - 28	फोटोस्टेटकार्यहेतुप्रशिक्षितऑपरेटर एवंमशीन के समस्त रख रखाव खर्चोंसहितउपरोक्तदोनोंस्थानों मेंस्थितकार्यालयोंमेंस्थापितकरना	दोवर्ष	9.50लाख	बीसहजार 20000.00	पांचसौ 500.00	18.02.19

उपरोक्तनिविदाकापूर्णविवरण एवं शर्तें अधोहस्ताक्षरकर्ता के कार्यालय सेकिसीभीकार्यदिवसकोकार्यालय समय मेंनिविदा शुल्कनकदअथवाडिमाण्डझापटजोकिवरिष्ठलेखाधिकारी (रोकड.), रा.रा.वि.उ.नि.,लिमिटेड, जयपुर के नाम देय हो, जमाकरवाकरप्राप्त की जासकतीहै।

निविदाउपरोक्तदिनांक 30.01.2019 से 14.02.2019 तक मध्यान्ह 1.00बजेतकप्राप्त की जाकरदिनांक 18.02.2019 मध्यान्हपश्चात् 3.00 (तीन बजे) उपस्थितनिविदा-दाताओं के समक्ष अधोहस्ताक्षरकर्ता के कक्ष मेंखोलीजायेगी।

लेखाधिकारी (रोकड.)
रा.रा.वि.उ.नि.,जयपुर

प्रकाशनार्थनहीं

लेखाधिकारी (रोकड.)

RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED

OFFICE OF THE ACCOUNTS OFFICER(CASH)

Shed No. 7, VidyutBhawan, Jyoti Nagar, Jaipur

NIT NO. AOC-28

- | | |
|--|--|
| 1. Name of Work | Installation of Photo State Machine with operator for Photocopying Job. |
| 2. Tender Cost | Rs. 500/- (Rs. Three Hundred Only) |
| 3. Date and Time of sale of tenders | 30.01.19 to 14.02.19 |
| 4. Date & Time of receipt of tenders | Upto 1.00 PM on dt. 14.02.19 |
| 5. Date & Time of opening of tenders | At 3.00 PM on dt. 18.02.19 |
| 6. Venue of opening of tenders | Office of the AO(Cash), RVUN,
Shed No. 7, VidyutBhawan,
Janpath, Jyoti Nagar, Jaipur |
| 7. Amount of earnest money to be deposited through D.D./Cash | Rs. 20,000/- (Twenty Thousand only) |

Tender document contains:

- 1> General Terms & Conditions
With instructions to tender.
- 2> Prescribed format for schedule of rates
(Appendix "A")
- 3> Tender specification

Accounts Officer (Cash)

RVUN, Jaipur

Tender Form No:-

Date of issue :-

Name of firm _____

Tender cost Rs. 500/- CR No.
Deposited Date:-.....

The Accounts Officer (Cash),
Rajasthan RajyaVidyutUtpadan Nigam Ltd.,
Jaipur.

Sub: - Tender for Installation of photo copier machine with operator:-

Ref:- Tender Enquiry No. AOC-28 opening date 18.02.19

1. Name & full address of the tenderer: _____

2. Telephone NO. _____
Office _____
Resi _____
Mobile _____
3. Certificate of TIN NO.
(If applicable) _____
4. Specification of Machine to be installed _____
5. Validity of Tender Up to _____
6. Installation Period within _____ days
From the receipt of order
7. Rates Rates have been Quoted in
prescribed format (Appendix "A")
8. Details of EMD Rs. _____ deposited vide
CR No. ____ date ____ / DD No. &
date ____ Drawn on Bank _____
9. Any other details _____

We agree to abide by all the terms and conditions mentioned in the tender specification issued by the RVUNL, with tender form. All the tender documents have been signed with seal.

Signature and Seal of the firm (Tenderer)

(Appendix-'A')

SCHEDULE OF RATE

Rates for providing photocopy on 75 GSM paper of 'A' Grade mill by installing the machine with operator in your office.

S. No.	Particular of items	Rates Rupees per copy	
		Single side	Both side
1.	On F.S. size (215X345mm) paper having weight not less than 2.8 kg of each Packet of 500 sheets.		
2.	On A-4 size (210X297mm) paper having weight Not less than 2.3 kg of each Packet of 500 sheets.		
3.	On A-3 size (420X297mm) paper having weight Not less than 4.7 kg of each Packet of 500 sheets.		

Note:- Rates have been quoted separately for each size of document including of all type of expenses & GST.

Signature of Tenderer

With Seal

Specification for rate contract of photocopy work against NIT No.AOC-28.

1. Scope:- Annual rate contract for photocopy of documents of Nigam.

2. Schedule of Technical specification

The contractor shall copy out the photocopy work in accordance with following standard/conditions.

- (A) The photocopy of document shall be provided on 75 GSM paper of 'A' Grade mill.
- (B) The photocopy machines shall be installed in the premises of VidyutBhawan, Jyoti Nagar, Jaipur and III floor of LIC building near Ambedkar Circle, Jyoti Nagar, Jaipur.
- (C) The required space for installation of photocopier machine shall be provided by Nigam in its complex without any charges.
- (D) Electricity Charges shall be borne by the Nigam.
- (E) The contractor shall arrange the required man power, furniture, stationery and other relevant material for photocopy work at his own cost.
- (F) Nigam will not pay any maintenance charges including accessories. If any for photocopy work/copier
- (G) Normally the working hours for photocopy work shall be from 9.30 AM to 6.00 PM during working days but it can also be carried out during holidays and before or after working hours as and when required by the Nigam.
- (H) Photocopy work of document not related to the Nigam's work or Private work shall not be permitted.
- (I) Skilled staff shall be engaged by the contractor to carry out the photocopy job.
- (J) Photocopy work of various document shall be carried out after getting proper requisition slip duly signed by the authorized person of the concerning section. The photocopy work shall be of good quality in all respect and clearly visible.

3. Secrecy of Document

The secrecy of the documents shall be maintained while carrying out the photocopying work. No information shall be leaked or passed out to anyone in any case.

4 Departure from specification

If the tenderer wish to depart from specification in any respect he should clearly state departures including the reason thereof, unless this, the departmental specification will hold good and shall be binding on the contractor till the departure have been approved in writing by the Nigam.

5Price variation & period of contract

The prices quoted should remain firm and final during the contract period. The period of rate contract shall be for two year from the date of award and can be increased or decreased to any extent in the interest of Utpadan Nigam.

6 Tender

The tenderer shall furnish complete particulars and the rates offered by them in regard to this specification and submit the same with their tender in single copy failure to do so or any incomplete entry therein may prevent a tender from being consideration.

7 Schedule of Rates

Schedule of rates for photocopy work is shown as Appendix 'A' Tenderer is required to quote the prices in the schedule of rates only.

**RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED
VIDYUT BHAWAN, JANPATH JYOTI NAGAR, JAIPUR**

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

1. Notice for inviting for PHOTCOPYING work against tender due on 14.02.19 upto 1.00 PM.
2. The tender shall be submitted in the form attached here to and all blanks in the tender shall be duly filled in.
3. The tender and proof of depositing EMD shall be placed in separate cover and tender shall be placed in double sealed cover and endorsed clearly on the cover "Tender for rate contract of photocopying work" due on 14.02.19. All tenders and accompanying documents shall be addressed to the Accounts Officer (Cash), RVUN, VidyutBhawan, Jyoti Nagar, Jaipur.
4. The tender shall be signed by a authorized person. The name and authority of the signatory shall be stated clearly in the tender. The tender should be filled in only with ink or type. No. tender shall be filled in by pencil, otherwise it will be cancelled. All the additions, alteration and over writings in the tender must be clearly initialled by the signatory to the tender.
5. The RVUN will not be responsible to accept any cost involved in the preparation or submission of tenders.
6. Before submitting the offer, the tenderer shall deposit the earnest money with the Accounts Officer (Cash), RVUN, Jaipur an amount of Rs. 20000/= (Rupees twenty thousand only) in cash or by crossed bank draft payable in four of Senior Accounts Officer (Cash), RVUN, Jaipur and obtain a receipt thereof. No other mode of deposit shall be accepted. Any tender not accompanied by a copy of cash receipt/crossed bank draft towards earnest money, shall not be accepted.
7. In case of unsuccessful tenderer the earnest money will be refunded on production of the original receipt within a fortnight after finalization of the tender. In case of successful tenderer earnest money will be taken into account in arriving at the amount of security deposit.
8. Request for adjustment/proposal for acceptance of earnest money deposit, if any, already lying with the RVUN in connection with some other tender/orders shall not be entertained.
9. No interest shall be payable on such deposit(s).

10. The RVUN reserve the right to forfeit the earnest money deposited or a part thereof in circumstance which according to him indicate that the tenderer is not earnest in accepting/executing any order placed under the specification.
11. The sealed cover in which the tender is enclosed shall be delivered in the office of the AO(Cash), RVUN, shed No. 7. VidyutBhawan, Jyoti Nagar, Jaipur not later than 1.00 PM IST on 14.02.19. Tenders shall not be accepted after the time and the date fixed for receipt of the tenders. Tenders received after the time and fixed will be returned unopened to the tenderer. The tender will be opened in the office of the AO(Cash), RVUN, Jaipur at 3.00 PM on the prescribed date in presence of such tenderers or their authorized representatives who wish to be present.
12. The Accounts Officer (Cash), RVUN, Jaipur does not bound himself to accept the lowest or any tender/part of tender and shall not assign any reason(s) for the rejection of any tender or part thereof.
13. The fact of submission of tender to the AO(Cash), RVUN, shall be deemed to constitute an agreement between the tenderer and the AO(Cash), RVUN whereby such tender shall remain open for acceptance by the Additional Chief Engineer (Fuel), RVUN, Jaipur. Tenderer shall not have any option to withdraw his offer, impair or derogate the same. If the tenderer be notified during the period of validity of tender that his tender is accepted by the Additional Chief Engineer (Fuel), RVUN, Jaipur. He shall be bound by the terms and agreement constituted by his tender and such acceptance thereof by the AAO(Cash), RVUN, Jaipur until formal contract of the same has been executed between him and the AO(Cash), RVUN, Jaipur in replacement of such agreement.
14. Successful tenderer shall execute an agreement on the non Judicial stamp paper Rs. 500/= of the value as applicable at the time of agreement at their cost for satisfactory implementation of tender.
15. The successful tenderer(s) will have to deposit an amount of Rs. 20000/=(Rupees twenty thousand only) as security within a week from the date of acceptance of tender with the Accounts Officer(Cash), RVUN, Jaipur.
16. The contractor shall not assign or sublet this contract or any substantial part thereof to any other agency.
17. Direct or indirect canvassing on the part of tenderer or their representative will disqualify their tenders.
18. If any time any question, dispute or difference whatsoever which may arise in relation to the contract to the decision of the Chairman and Managing Director, RVUN will be final and binding.

19. Payment will be made on presentation of bills in duplicate on monthly basis after completion of the work according to the order and specification. No payment of running bills or advance payment will be made.
20. All disputes arising out of this order/contract between the parties here to shall be subject to the jurisdiction of the Courts at Jaipur only.
21. No other conditions except those mentioned above will be entertained in the tender.
22. Any clarification required, may be sought from the Accounts Officer(Cash), RVUN, VidyutBhawan, Jyoti Nagar, Jaipur.

Accounts Officer (Cash)

RVUN, Jaipur