



RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED
OFFICE OF THE CHIEF ENGINEER (THERMAL DESIGN)
**3rd Floor, 'Vidyut Viniyamak Bhawan', Sahkar Marg, Near State
Motor Garage, Jaipur-302005**
① **Tel.No. : 0141-2740094 Fax No.: 0141-2740207**

NOTICE INVITING TENDER

Sealed tenders are invited from firms for providing services on contract basis. The tender documents (Non-transferable) can be purchased from this office by depositing the tender cost/fee (Non-refundable) in the form of Cash/DD in favour of Chief Accounts Officer(TD), RVUN, Jaipur payable at Jaipur on any working day (9:30 AM to 6:00 PM but upto 12:00 Noon on date of opening):-

S. No.	Tender No.	Description	Estimated Cost (In Lacs)	Tender Cost (Rs.)	EMD (Rs.)	Date of Tender receipt & opening
1.	TN-112/13	Services of photocopying, Pantry, Dak Distribution & Assistance in record keeping	6.00	200.00	12000.00	30.12.2013

The tenders will be received up to 3.00 PM & opened at 3.30 PM on date of opening.

Pre –Qualification Requirements:

The firm participating for tender shall have executed/secured order for either the work of photocopying/Pantry/Dak Distribution work/ providing manpower with equipment on contract basis in any Government organization. Documents related to such experience shall be furnished along with tender. The bidder should have valid PF registration.

Note:

1. The purchase of tender documents is essential for participating in tender enquiry. Any request received without tender document cost shall not be entertained for issue of tender document.
2. This office reserves the right to cancel/reject any or all tenders at the time of evaluation without giving any reasons. Not with standing anything stated above RVUN reserves the right to assess the bidder's capability and capacity to perform the contract, if circumstances warrant such assessment in the overall interest of us. The decision of purchaser in this regard shall be final. The RVUN also reserves the right to relax the pre-qualifying requirement in deserving cases.
3. The amount of EMD mentioned is required to be furnished by each bidder for participating in tender enquiry.
4. If date of opening mentioned above is declared a public holiday the tenders will be opened on next working day.

TENDER DOCUMENT OF TN-112/13

1. **Name of the work** : **Photocopying, Dak distribution, assistance in record keeping & pantry services.**
2. **Tender Cost** : **Rs. 200.00**
3. **Sale of Tender documents** : **Up to 12.00 Noon of dt. 30.12.2013**

4. Time & Date of Tender receipt : Up to 03.00 PM of dt. 30.12.2013
5. Time & Date of Tender opening : At 03.30 PM of dt. 30.12.2013
6. Estimated cost : Rs. 6.00 Lac
7. Earnest Money Deposit (EMD) : Rs. 12000.00
9. Venue of Tender opening : Superintending Engineer (TD-II), 3rd Floor, 'Vidyut Viniyamak Bhawan', Sahkar Marg, Near State Motor Garage, Jaipur-302005

The bidder shall quote their rates in Schedule-I and also agree to all terms & conditions as per Schedule-II. All the documents shall be enclosed in sealed envelope super scribing "**Tender for TN-112/13 for Services on Contract basis to be opened on 30.12.2013**". The details of EMD i.e. DD No., Date & amount shall also be super scribed on tender envelope.

Enclosures:-

1. Schedule-I : Schedule of Work & Prices
2. Schedule -II : Terms & Condition

Schedule-II

Terms & Conditions

1. The quoted price shall be 'FIRM' and final for entire contract period.
2. The contractor shall fully responsible for acts of the persons engaged; any misconduct by the persons engaged by the contractor shall be treated as breach of contract for which RVUN has full liberty to take an action including legal action against the contractor.
3. The contractor shall be responsible for all rules/regulations regarding Labour Act and CPF Act etc. Any liability arising out of such rules/regulations shall be to the contractor's account and only the contractor shall be responsible for the same.
4. The contract shall be for one year period which can be further extended for a period of one year and, frequency/supply of man-power can be extended upto requirement.
5. The contract can be terminated at any stage on unsatisfactory performance.
6. The normal working hours are 09:30 AM to 06:00 PM on all working days (up to 26 working days in month).
7. The contractor shall submit the monthly bills in triplicate along with verification of attendance from offices & verification of photocopies on every 1st of next month to the concerned Officer In charge.
8. The offers shall be valid for a period of 90 days from the date of opening.
9. The contractor shall himself be fully responsible for any mishap/accident of engaged person(s) during providing the services. The contractor shall bear the compensation for accident, if any.

10. The EMD of successful bidder shall be converted into Security Deposit, in case contract period/value exceeds, SD shall be increased proportionately, which shall be refunded after completion of contract. The EMD of unsuccessful bidder shall be refunded after finalization of the tender.
11. The contractor shall be primarily responsible for all statutory deductions & contribution on account of CPF/EPF as per rules/act in force and subsequent amendment during contract period. The proof of CPF so deposited by contractor for individual workers engaged for this work shall have to submit with monthly bills. If contractor fails to comply, a recovery @16% from gross value of bills shall be made.
12. 100% payment shall be made by CAO (TD), RVUN, Jaipur on satisfactory services provided by the contractor and certified by the Officer In charge.
13. For non-providing any service a deduction of Rs.200 per day per person shall be made from monthly bills of the contractor. The deduction can be made from any available financial hold. Such shortcomings shall be informed to officer incharge in writing.
14. Contract Agreement on non-judicial stamp of Rs. 500 as per norms in a prescribed format shall be executed by the contractor.

Signature & Seal of Bidder _____

AGREEMENT

“Services for photocopying, electrician for electricity works, dak distribution, assistance in record keeping & pantry services at Vidyut Viniyamak Bhawan, Jaipur.”

The indenture made at Jaipur this ___ days of month ____ of the year _____ and between the CMD, RRVUNL hereinafter referred to as the Owner, which expression unless the contract does not permit, includes successors and assigns of the one part and M/s _____ herein referred to Contractor for works of **“Services for photocopying, electrician for electricity works, dak distribution, assistance in record keeping & pantry services at Vidyut Viniyamak Bhawan and at Vidyut Bhawan, Jaipur.”** for Rajasthan Rajya Vidyut Utpadan Nigam Ltd. Which expression unless the context does not permit includes their successors, heirs, executors and permitted assigns of the second part, witness as follows:

1. The Contractor do by these presents agree execute the works of **“Services for photocopying, electrician for electricity works, dak distribution, assistance in record keeping & pantry services at Vidyut Viniyamak Bhawan and at Vidyut Bhawan, Jaipur.”** for execute from the Contractor the work specified in the work order No. _____ appended with the terms and conditions in the said order. The General Terms & Conditions of the Contract appended hereto are considered a part of this agreement.
2. The Contractor is also bound to fulfill all conditions mentioned in the relevant clause GCC.
3. The services to be providing under this agreement shall be as per terms and conditions of the above order and as per the TNM No.601 for **“Services for photocopying, electrician for electricity works, dak distribution, assistance in record keeping & pantry services at Vidyut Viniyamak Bhawan and at Vidyut Bhawan, Jaipur.”** as set forth in the schedule referred to above.
4. In case of dispute as to whether any done are or are not in accordance with the specifications set forth in the schedule, the decision of the Superintending Engineer (TD-II), RRVUNL, Jaipur shall be final and binding on both the parties .
5. If the Contractor fails wholly or in part to fulfill this agreement, the owner shall be entitled at his discretion retain the whole or any part of the deposit made by the Contractor and if the loss suffered by the Owner exceeds the amount of said deposit, he will be entitled to recover the loss from the Contractor, in the manner as may be expedient.
6. If any some remains due, or become recoverable from the Contractor on account to the non fulfillment of this agreement or on account to of any

other reason, the Contractor shall pay the same immediately on demand. If the Contractor do not make such payment on demand the owner shall be entitled to recover the same from the Contractor as arrears of land revenue.

7. In witness of the due execution of this agreement the parties have herein under set their hands the day and the year first above written.

Signed in presence of the witness:

Signature (Designation)

By the Order on behalf of the CMD, RRVUNL, Jaipur

Witness: with address

1.
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2.
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Signature

For and on behalf of Contractor
(Designation)

Witness: with address

1.
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2.
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RVUN/PR_2165/2013

Superintending Engineer (TD-II)
