

Two Part Bid

	AJMER VIDYUT VITRAN NIGAM LIMITED (MATERIAL MANAGEMENT WING) NEW VIDYUT BHAWAN, MAKARWALI ROAD, PANCHSHEEL NAGAR, AJMER 305 004. (TEL. 0145-2644529 FAX 0145-2644542)
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SPECIFICATION FOR RATE CONTRACT FOR THE SUPPLY OF PRE-PRINTED CONTINUOUS COMPUTER STATIONARY FOR RAPDRP UNDER TN-1055.

Last Date & time for down loading of tenders	30.05.2016 up to 1:00 PM
Last Date & time for submitting of tenders	30.05.2016 up to 02:00 PM
Date of opening of tenders	31.05.2016 at 2.30 PM
Cost of Specification	Rs. 2500.00 (Rs. Two Thousand Five Hundred only)
Tender Processing fees	Rs. 1000.00 (Rs. One Thousand only)
Validity	120 days from the next date of opening of Techno commercial bid.
Earnest Money	Rs. 2,00,000/- (Rs. Two Lac Only) / Exemption Certificate / Vendor Registration of Class "C" Category.
TENDERING QUANTITY	LS quantity of Various type of Pre- Printed Continuous Computer Stationary
CONTACT PERSON (AUTHORISED BID SIGNATORY)	Superintending Engineer (MM), AVVNL, Ajmer
CORRESPONDENCE ADDRESS:	Makarwali Road, Panchsheel Nagar, Ajmer
MOBILE NO.	9414004258
TELEPHONE & FAX Nos.:	0145-2644529 / 0145-2644542
WEBSITE & E-MAIL:	1. Web: www.avvnl.com 2. Web: http://risl.rajasthan.gov.in , Email: info.risi@rajasthan.gov.in

Address of RISL:-

Raj Comp Info Services Limited (RISL)
1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
(Rajasthan)

Phone: 0141- 5103902, 4031900 Fax: 0141-2228701

Note: The bidders in their own interest are advised to go through the complete specification carefully.

INDEX

Section – I	Instructions to tenderers
Section – II	General Conditions of Contract.
Section – III	Technical Specification
Schedule – I	Tender Form / Price schedule
Schedule - II	Details of Past orders / Rate Contracts.
Schedule – III A	Departure from requirement of Technical Specification
Schedule – III B	Departure from requirement of Commercial terms & conditions of specification
Schedule – IV	List of equipments & technical hands available with the tendering firm.
Schedule – V	General particulars about the tender in brief.

NOTE: -

- (1) The tenderers are advised, in their interest, to go through the entire specification before submitting their tender offer.
- (2) Any tender not accompanied by a scan copy of the earnest money/ crossed bank draft or exemption certificate (registration certificate or certificate to the effect that the tenderer is a Govt. undertaking/corporation/company) shall be rejected and the tender will not be opened.
- (3) No part of this specification should be removed and it should be submitted duly filled and signed on all pages.
- (4) The tender documents should be addressed to the Superintending Engineer (MM), Ajmer Vidyut Vitran Nigam Limited, B-Block, Panchsheel Nagar, Ajmer 305004.
- (5) The tender offer shall be furnished in accordance with Clause: 1.02 of Section-I.
- (6) The Tenderer shall ensure that their tenders are furnished / submitted strictly in the manner detailed in Specification; otherwise the offer is likely to be ignored.

SECTION- III

TECHNICAL SPECIFICATION FOR RATE CONTRACT FOR THE SUPPLY OF PRE-PRINTED CONTINUOUS COMPUTER STATIONARY FOR RAPDRP UNDER TN-1055.

5.01 SCOPE:

The specification covers rate contract for a period of one year for design, manufacture and printing, inspection prior to accept, supplied at Ajmer City Circle store of various types of Pre-Printed Continuous Computer Stationary, which is extendable for one year as per mutual consent of supplier and purchaser. The content to be print shall be provided to the successful bidders.

5.02 SCHEDULE OF TECHNICAL SPECIFICATION:

- i) Rate schedule for rate contract of design, manufacture and printing of various types of Pre- Printed Continuous Computer Stationary with perforation as suitable/ required for which detail of rate schedule (to be filled by the bidder) enclosed as Annexure-A with the specification. The papers should be of good quality, reputed brand & according to the GSM.
- ii) The tenderer should clearly indicate type of paper used along with GSM of paper.
- iii) Reputed "A" class brand of stationary papers shall be preferred.
- iv) Soft copy of final matter to be printed shall be given by the firm in Compact Disc (CD) to the order placing authority. Compact Disc (CD) shall be arranged by the firm.

5.03 SCHEDULE OF REQUIREMENT:

The different types of pre- printed continuous computer stationary are required to be supplied as per the Nigam requirement.

5.04 SAMPLES:

Along with tender the tenderer should furnish samples of intended Continuous Computer Stationary to be used for printing as per specification shown in the Annexure – A, failing which the offer is likely to be ignore.

As the printing material shall be supplied by successful bidders therefore supplier has to get sample of pre- commencement sample comprising of stationary with printing material.

5.05 DEPARTURE FROM SPECIFICATION:

Should the tenderer wish to depart from the specification in any respect, he should clearly state such departures indicating the reasons thereof, unless this is done, the departmental specification will hold good and shall be binding on the supplier unless the departures have been approved in writing by the purchaser.

5.06 PROOF READING

The first proof will be read by the firm second & final proof will be routed by this office.

5.07 DELIVERY SCHEDULE:

The delivery of material shall commence after 30 days from the date of receipt of purchase order and within one month thereafter of order quantity in PO. In case ordered quantity is abnormal than ordered quantity shall be adjusted proportionally / as per schedule in purchase order.

The bidders are required to indicate the delivery schedule in the schedule attached with the Specification.

5.08 PRICE:

The quoted rate contract price shall remain firm during the contract period. The prices shall be F.O.R. destination Ajmer store on FIRM basis inclusive of packing & forwarding charges, excise duty, vat, sales tax and freight & insurance charges and entry tax if any etc.

Initially the contract period shall be for one year and may be further extended for one year on mutual consent of supplier and purchaser.

5.09 TRANSPORTATION:

As the prices are unit F.O.R. destination Ajmer store therefore, transportation charges upto ACOS, Ajmer has to be borne by the supplier.

5.10 INSPECTION:

The material shall be subject to pre-acceptance inspection at the ACOS (ACC), AVVNL, Ajmer by the DCOS, AVVNL, Ajmer. During inspection if quality of paper used is found inferior than as prescribed in work order, the entire printed material shall be rejected.

5.11 PACKING:

The pre- printed material should be packed in cartoons as per market practice for packing of rims, which should be easy to handle/ carry and should be protected from water, dust etc.

5.12 TENDERS:

Tenderer shall furnish complete particulars of 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.

5.13 GENERAL:

The tenders received without complete details required as per enclosed forms/schedules are liable to be rejected.

SCHEDULE-IV (ANNEXURE A)**ITEM WISE TECHNICAL SPECIFICATION CUM PRICE SCHEDULE AGAINST TN-1055**

S. No.	Particulars				
A	Paper quality 60 GSM, Single Color Printing on Single Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
B	Paper quality 60 GSM, Single Color Printing on Both Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
C	Paper quality 70 GSM, Single Color Printing on Single Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
D	Paper quality 70 GSM, Single Color Printing on Both Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
E	Paper quality 70 GSM, Two Color Printing on Single Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
F	Paper quality 70 GSM, Two Color Printing on Both Side (Quoted rates in Rs.)				
	Paper Size	1 Copy (Per thousand sheet)	2 Copy with carbon (Per thousand set)	3 Copy with carbon (Per thousand set)	4 Copy with carbon (Per thousand set)
	10"x12"				
	15"x12"				
G	Paper quality 70 GSM, Multi Color Printing on Single Side (Quoted rates in Rs.)				
	Paper Size	Single Copy (Per thousand sheets)			
	10"x12"x1				
	15"x12"x1				
H	Paper quality 70 GSM, Multi Color Printing on Both Side (Quoted rates in Rs.)				
	Paper Size	Single Copy (Per thousand sheets)			
	10"x12"x1				
	15"x12"x1				
I	Paper quality 80 GSM, Single Color Printing on Single Side (Quoted rates in Rs.)				
	Paper Size	Single Copy (Per thousand sheets)			
	10"x12"x1				
	15"x12"x1				
I	Paper quality 80 GSM, Single Color Printing on Both Side (Quoted rates in Rs.)				
	Paper Size	Single Copy (Per thousand sheets)			
	10"x12"x1				
	15"x12"x1				
J	Rates for perforation work for any size of paper (Quoted rates in Rs.).				
	Per Thousand Perforation or part thereof				

- 1 The Prices as quoted above are FIRM, as per details given in “Schedule -IV” of the specification and the offer is valid for a period of 120 days from the next date of opening of Techno Commercial Bid of the tender.
- 2 The quoted rate contract price shall remain firm during the contract period. The prices shall be F.O.R. destination Ajmer store on FIRM basis inclusive of packing & forwarding charges, excise duty, vat, sales tax and freight & insurance charges & entry tax if any etc.
- 3 We hereby certify that no extra other charges / duties etc. are chargeable.
- 4 We confirm that we agree to adhere to all the terms and conditions of the specification, GCC except as detailed in Schedule VI-A & Schedule VI-B of Sec. III).

Signature of Tenderer & Seal

Schedule – II**AJMER VIDYUT VITRAN NIGAM LIMITED****A Govt. of Rajasthan Undertaking****LIST OF PAST SUPPLIES**

The bidder shall state under this schedule whether material and equipments, similar to those offered in the tender have been previously supplied by him. A list shall be given of such orders executed by him together with information regarding the names of purchasing organizations, quantities supplied and when the supplies were affected. This list should be in form given below:-

S.N.	Detailed particulars of items supplied	Qty	Order No. & Date	Name & details of purchasing Authority	Date of Completion
1	2	3	4	5	6

If executed partially to be mentioned (Quantity)	whether still to be executed	Delivery stipulated in order	Remarks
7	8	9	10

Note: Separate schedules are to be furnished by the bidder for past supply to the AVVNL, AJMER other Departments /Organizations.

(Signature)

Name & Designation
with seal of the bidder.

SCHEDULE –III (A)

(TN-1055)

DEPARTURE / DEVIATION FROM TECHNICAL SPECIFICATION

The tenderer shall state under this Schedule all the departure / deviations from the section-III of this specification as under: -

S. No.	Departure / Deviation from Technical Specification and justification

Certified that we agree to all technical specification of the NIT except for the departure / deviation to the extent above.

Signature of Tenderer & Seal

SCHEDULE – III – (B)**(TN- 891)****DEPARTURE / DEVIATION FROM COMMERCIAL TERMS
& CONDITIONS OF THE SPECIFICATION**

The tenderer shall state under the Schedule the departure / deviation from the Specification in respect of commercial terms and conditions: -

S. No.	Departure / Deviation from Specification

Certified that we agree to all commercial terms and conditions as laid down in General conditions of contract to the specification except for the departure / deviations to the extent indicated above.

Signature of Tenderer & Seal

Schedule – IV**AJMER VIDYUT VITRAN NIGAM LIMITED****A Govt. of Rajasthan Undertaking**

List of Equipments and Technical Hands Available with the Firm

(To be filled in by the bidders & enclosed with the bid)

Manufacturers / Trader who are quoting against this bid are requested to furnish the following information along-with the bid. The Purchaser will have the discretion to ignore the bid without the under noted particulars and/or ignore the bid particulars.

1. Name and address of Manufacturer / Trader.
2. Place where works exist.
3. Details of machinery particularly with B.H.P. of each item installed, if any.
4. Details of staff employed in the works.
5. Date when started the manufacturing of item under reference.
6. List of items manufactured.
7. Literature and drawings of items manufactured showing their description, size, design and other important technical particulars.
8. Details of order so far, executed along-with the names of Organization to whom supplied.
9. Manufacturing capacity.
10. Is the workshop open for inspection by the representative of the Nigam, if required?
11. Statement of financial resources and Banking Reference along-with Balance-Sheet for previous two years.
12. Testing facilities available for the manufactured articles in the testing laboratory of works.
13. Whether the Firm is a Small/Medium/Large Scale Industry.
14. Registration No. with :-
 - i. Small Scale, National/State.
 - ii. DGTD
 - iii. State Industries Department.

(Signature)

Name & Designation
with seal of the bidder.

SCHEDULE- X

	AJMER VIDYUT VITRAN NIGAM LIMITED, AJMER (MATERIAL MANAGEMENT WING) VIDYUT BHAWAN, MAKARWALI ROAD, PANCHSHEEL NAGAR, AJMER-305004 Tel. No. 0145- 2644529 (O) Fax: 0145- 2644542
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SPECIFICATION FOR RATE CONTRACT FOR THE SUPPLY OF PRE-PRINTED CONTINUOUS COMPUTER STATIONARY FOR RAPDRP UNDER TN-1055.

Last Date & time for down loading of tenders	30.05.2016 up to 1:00 PM
Last Date & time for submitting of tenders	30.05.2016 up to 02:00 PM
Date of opening of tenders	31.05.2016 at 2.30 PM
Cost of Specification	Rs. 2500.00 (Rs. Two Thousand Five Hundred only)
Tender Processing fees	Rs. 1000.00 (Rs. One Thousand only)
Validity	120 days from the next date of opening of Techno commercial bid.
Earnest Money	Rs. 1,50,000/- (Rs. One Lac Fifty Thousand Only) / Exemption Certificate / Vendor Registration of Class "D" Category.
TENDERING QUANTITY	LS quantity of Various type of Pre- Printed Continuous Computer Stationary
CONTACT PERSON (AUTHORISED BID SIGNATORY)	Superintending Engineer (MM), AVVNL, Ajmer
CORRESPONDENCE ADDRESS:	Makarwali Road, Panchsheel Nagar, Ajmer
MOBILE NO.	9414004258
TELEPHONE & FAX Nos.:	0145-2644529 / 0145-2644542
WEBSITE & E-MAIL:	1. Web: www.avvnl.com 2. Web: http://risl.rajasthan.gov.in , Email: info.risi@rajasthan.gov.in

Address of RISL:-

Raj Comp Info Services Limited (RISL)
1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
(Rajasthan)
Phone: 0141- 5103902, 4031900 Fax: 0141-2228701
Web: <http://risl.rajasthan.gov.in>, Email: info.risi@rajasthan.gov.in

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 AVVNL website www.avvnl.com or www.http://eproc.rajasthan.gov.in and upload the tender on website of RISL www.http://eproc.rajasthan.gov.in. 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), Ajmer Discom, Ajmer then the copy available with Superintending Engineer (MM), Ajmer Discom, Ajmer will be considered as final document for all purpose. The cost of Bid document as published in NIT shall be furnished along with EMD one day prior to opening of bid and scan copy be upload on website of RISL. The document shall be downloaded/ uploaded in the manner prescribed in bid document.

1. Furnishing of Proof of deposition of Cost of Bid Document, Earnest Money/ exemption certificate as per Clause 1.03 & 1.16 of Section-I (Instruction to Bidder) along with downloaded Bid Document is essential otherwise the “BID OFFER” will not be opened. However the bidders who get themselves registered with AVVNL as per Clause No. 1.5.3 of Section-II (General Condition of Contract) before submitting of bid documents against this bid enquiry for supply of quoted items under appropriate category are not required to furnish Earnest Money Deposit. They shall furnish the proof of such valid registration with their bid. Cost of Bid Document shall be furnished in the form of Crossed Bank Draft / Bankers Cheque payable in the name of “Sr. A.O. (EA & Cash), AVVNL, AJMER”. EMD if required shall be furnished in accordance with Clause No. 1.03.1 of Section-I (Instruction to Bidders) and RISL PROCESSING FEE Rs. 1000/- (NON REFUNDABLE) payable to MD RISL, Jaipur and Rs. 2500/- tender fees payable to “Sr. A.O. (EA & Cash), AVVNL, AJMER”.

2. The Central and State Govt. undertakings are exempted from furnishing of Earnest money subject to furnishing of such certificate / documentary evidence in support of their being Govt. (Central/State) undertaking.

3. The bidder shall quote the Prices strictly in the manner prescribed in Clause No. 1.09 of Section-I (Instruction to Bidders) & Clause No. 1.33 of Section-II (General Conditions of Contract) in **Schedule-IV** otherwise their bid is liable for rejection.

4. The bid offer shall be furnished in two parts & shall comply all provisions of Clause No. 1.02 Section-I (instruction to Bidders) and the Bid offer shall be furnished in the following manner:

i) **First envelope/ cover containing proof of deposition of cost of Bid documents & EMD as under**

First: a) Content proof document of tender fee Rs. 1000/- payable to MD RISL, Jaipur, payable at Jaipur.

Second: b) Content proof document of tender specification fee (i.e. Rs. 2500/-) payable to Sr. Accounts officer (EA & Cash), AVVNL Ajmer.

Third: c) Content proof document of EMD of Rs. 1,50,000.00 (Rs. One Lac Fifty Thousand only) or Exemption Certificate or Vender Registration of Class “C” category or above / A certificate of being a Rajasthan/ Central Govt. undertaking should be clearly written on the front cover on document.

ii) **Second envelope/ cover for techno-commercial bid.** Techno-Commercial Bid’ should be clearly written on the front side of the cover.

iii) **Third envelope/ cover for price bid.** Cover– III Price Bid’ should be clearly furnished on prescribed format (schedule Fourth) the front side of the cover.

Note: Envelope/ Cover III containing price bid will be kept unopened in the safe custody at the website RISL. It will be opened at a later date in respect of those bidders whose offers are found / adjudged technically and commercially acceptable. The date of opening of “Price Bid” shall be

intimated to successful bidders in due course of time. In case of deviation from the stipulated clauses of bid specifications, price bid of the bidder will not be opened.

- iv) **The bidder shall ensure that bid is furnished / submitted strictly in the manner detailed in the Specification.**
5. The bids not accompanied with qualification requirement, technical requirement indicated in the specification and other requirement given here under will be considered as incomplete offer and sufficient grounds for offer to be passed over:
- i) Capacity, capability and competency proofing documents.
 - a) Capacity /orders of similar and higher rating of tendered equipment booked as on date of bidding with type and rating and construction details of equipment for which order received be indicated.
 - b) Copy of purchase orders of Erstwhile RSEB /SEB`S / Electric Utilities / Govt. Departments / Discoms for similar or higher rating equipment latest executed.
 - i) Year wise past experience for last 5 years of similar or higher rating of tendered equipment.
 - i) The details of testing facilities available at the works and copies of latest type test certificates, carried out on similar ITEM.
 - ii) Quality assurance plan.
 - iii) Complete guaranteed technical particulars, out lines and general arrangement drawings along with Bill of Material.
 6. Bids without Section-I, II, III & Schedules (I to X) shall be rejected.
 7. AVVNL has the right to reject any offer on the basis of track record of poor performance in execution of previous order/ equipment supplied/after sales service while evaluating the Techno-Commercial bid.
 8. AVVNL reserves the right to accept minor deviations in standard terms and also in technical and Constructional features as specified in the technical specification (**Section-III**).
 9. Deviation of any kind shall not be quoted in price bid, if found quoted, the same shall be ignored.
 10. The following facilities are to be provided by the supplier at his own cost to the inspecting officer of AVVNL.
 - A) Suitable accommodation.
 - i) Local conveyance between arrival point, place of stay, works and departure point.
 - ii) The supplier shall assist in arranging return ticket and reservation on the request of the inspecting officer for which the payment shall be made by the inspecting officer. In case of joint inspection, single or shared double room accommodation shall be provided.

Note: If any difficulty arises, in down loading/ uploading of tender you may contact the RISL, Jaipur Rajasthan (Contact no. 0141- 4022688/ 18002337315) or AVVNL at contact no. 9413391452/ 9413365494.