



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.
OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)
Regd. Office: VidyutBhawan, Janpath, Jyoti Nagar, Jaipur-302 005
Phone: +91-141- 2744057
Website: www.rvsn.co.in

No. RVPN/SE/MIS&IT/F. 61 (1617) () / D. 422 Jaipur, Date 14/7/2016.

To.

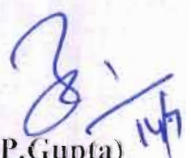
M/S _____

Limited Bid Enquiry

Sealed quotations are invited from experienced firms for the facility management services to create and scan APAR and DPC as detailed on the quotation form.

Quotation form, terms & conditions and scope of work attached here with. The offer price should be valid for **90 days** from the date of opening of bid. Bid should reach this office latest by 2.30 PM on **dated 22/07/2016** along with quotation form duly filled and signed with seal of firm.


The offers will be opened on the same date (dated 22.07.2016) at 3.30 PM in the chamber of the XEN-1 (MIS&IT), RVPN at Room No. 101, Vidyut Bhawan, Jaipur. The envelope should be addressed to SE(MIS&IT) RVPN Jaipur and marked "Quotation for facility management services for APAR and DPC"


(R.P.Gupta) 14/7

Superintending Engineer(MIS&IT)

Copy submitted/ forwarded to the following for information:-

- 1 The Sr. Accounts Officer (PPD/EA-Cash),RVPN, Jaipur
- 2 Notice Board, Vidyut Bhawan, Jaipur.
- 3 SPPP Portal


(R.P.Gupta) 14/7

Superintending Engineer (MIS&IT)

Signature of Vendor with Seal

1.0 PRICE SCHEDULE

| S.No. | Particulars | Approx. Pages | Unit rate (in Rs.) including of all cost and all taxes | Amount (Rs.) |
|--------------------|-----------------|---------------|--|--------------|
| | | A | B | C=A*B |
| 1 | DPC proceedings | 15000 | | |
| 2 | APAR SHEETS | 30000 | | |
| GRAND TOTAL | | | | |

Total Price in words _____

2.0 Other terms & Conditions

A Scope of Work

The Scope of work includes scanning APAR and DPC and storing them in PDF format details available at ANNEXURE- 'A'

B Rate: -

The above quoted rate of per subscriber is inclusive of all taxes and charges. The work is to be carried out in the office premises situated at Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur during office hours in the working days

C Terms of Payment

95% payment of contracted price shall be made after submission of bill in triplicate in the name of SE(MIS&IT) RVPN, Jaipur subject to execution of work as per scope of work and duly verified by the consignee/work incharge. along with supported documents i.e. Contract Agreement, service tax registration etc.

Balance 5% shall be paid after one month of successful completion of the contract.

Total Volume of Records is approx. 45000 pages of A4/ legal size/A3 size. as of now from year 2000 to Year 2016, Payment shall be made on per page basis upon actual quantity

Payment shall be made by Sr. AO (EA-Cash) through NEFT/RTGS/Account Payee cheque

D Time Schedule

The above work is to be completed within a period of 4 months from the date of issue of this order

Signature of Vendor with Seal

D Penalty on Delay

The penalty shall be imposed @ ½% per week or part thereof subject to maximum 10 % on value of unexecuted work.

E Validity Period

The offer price should be valid for 90 days from the date of opening of tender.

F Consignee/Work Incharge

Asstt Secretary(Estt-I) and Asstt Secretary(Estt-III) is work incharge for digitization work of DPC and APAR respectively. The work has to be performed under supervision of Asst. Secretary(Estt-I), RVPN Vidyut Bhawan Jaipur and Asstt.Secretary (Estt-III) RVPN Vidyut Bhawan Jaipur for DPC and APAR respectively.

G Workmanship

In case of work done is not found satisfactory /accurate , the same shall be liable to be rejected in full or part and no payment shall be made thereof. Firm shall not assign and sub -let this contract to any other agency. The contract can be revoked at any time, if the work is not found satisfactory by this office.

2.1 General Conditions.

- a) Each paper of bid must be signed and sealed.
- b) The purchaser does not bind himself to accept the lowest or any tender or any part of the bid and shall not assign any reason(s) for the rejection of any tender or a part thereof.
- c) All disputes shall be subject to the jurisdiction of Jaipur court only
- d) The other conditions as laid down under GCC are applicable.


(R.P. Gupta)

Superintending Engineer (MIS&IT)



ANNEXURE-‘A’

Scope of Work:

1. Total Volume of Records are approx. 45000 pages of A4/ legal size/A3 size. as of now from year 2000 to Year 2016, which may vary and payment shall be made on actual quantity.
2. Indexing of the Records has to be done as per direction of work Incharge.
3. In case of brittle documents proper care should be taken and scanning should be done using book scanner
4. Scanning needs to be done at Department site (in the O/o AS-I and O/o AS-III RVPN Jaipur) and Basic infrastructure such as enough space, PC, Tables, Chairs, Power supply would be provided on free of Charge basis by the concerning work incharge , except scanner (book scanner) , which has to be arranged by the firm itself.
5. Scanning resolution required is 300 DPI or more monochrome (Black & White) mode.
6. Required output Format is PDF. Output to be given in Standard Hard Disk Drives/DVDs only or as directed by Work Incharge
7. Scanning work will be done during office hours, permission to work would be granted and ensured by concerned work Incharge
8. Safe-keeping and confidentiality of the records should be maintained and Documents would be handed over at the premise only.
9. Scanned document needs to be saved in PDF format with password protection and shall be handed over to Officer Incharge of the work.
10. it's a pure digitization (Scanning only) project and does not have any other scope of work such as uploading of images.