



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)
Regd. Office: VidyutBhawan, Janpath, Jyoti Nagar, Jaipur-302005
IT CENTRE , CHAMBAL POWER HOUSE PRFMISFS JAIPUR
Phone: +91-141- 2293713(Ext.11010) Email-se.mis@rvpn.co.in

ISO 9001:2008 Certified Company

No.RVPNL/SE (MIS & IT) / XEN-3 /F.73/ AMC of Split AC / T N no . 3 / 18-19 D. 269 Dt. 29-05-18

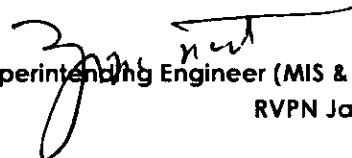
Request For Quotations

Sealed quotations/offers are invited from experienced firms under RFQ Notice for undertaking the Onsite AMC of - Hitachi make split Air Conditioners as detailed below.

S No	Description
1	Onsite AMC of - Hitachi make split Air Conditioners- 1.5 Ton - 16 Nos. & 2 Ton-3 Nos. with including Supply and replacement of display, Indoor and outdoor motors, blower fans compressor, sensors, gas filling, all defective electronic parts / components, Any work external to the machine such as attachment accessories etc. at IT Center office of The SE (MIS & IT) Chambal power House Hawa Sarak Jaipur (Raj).
2	Onsite AMC of Voltage Stabilizer-V Guard makes.
3	Total Estimated cost for this AMC is One (1) Lac only for one year.

Quotation form, terms & conditions and scope of work attached herewith. The offered prices should be valid for 90 days from the **date of opening of quotations and should reach to this office i. e. The SE (MIS&IT), Chambal power House Hawa Sarak Jaipur (Raj) up to 3.00 PM on dated 06-06-18 along with quotation form duly filled and signed/sealed of the firm.**

The offers shall be opened on the same date at 3.30 PM in the chamber of the **SE (MIS&IT), Chambal power House Jaipur (Raj)**. The sealed envelope should be marked "**Quotations for Onsite AMC of - Hitachi make Split Air Conditioners.**"


Superintending Engineer (MIS & IT)
RVPN Jaipur

Copy submitted / forwarded to the following for information:-

1. The Chief Engineer (IT), RVPN, Vidyut Bhawan Jaipur.
2. The Sr.AO (Civil) RVPN, Jaipur with request to arrange to depute any Actt / Jr.actt to attend as a member of bid opening committee on dated **6.6.18** at 3.30 PM to open aforesaid NIT .
3. The Sr. Accounts Officer (EA-Cash), RVPN, Vidyut Bhawan, Jaipur.
4. The XEN-3 (MIS & IT), RVPN,Vidyut Bhawan Jaipur for attend as a member of bid opening committee on dated **6.6.18**at 3.30 PM to open aforesaid NIT .
5. Web admin O/o SE (MIS & IT) RVPN to upload on RVPN website.
6. The Notice Board, IT centre, Jaipur.


Superintending Engineer (MIS & IT)
RVPN Jaipur

QUOTATION FORM

1.0 Material and Price Schedule - :

S. No	AMC ITEM	Qty. (Nos.)	Unit Rate (Rs.)	GST @ 18%	Unit FORD Price (Including GST) in Rs	Total Price inclusive of all Taxes (Rs.)
(A)	(B)	(C)	(D)	(E)	G= (D+E)	H= (G*C)
1	Onsite AMC of - Hitachi make split Air Conditioners- 1.5 Ton-16 Nos. & 2 Ton-3 Nos. with including supply /material and replacement of display, Indoor and outdoor motors, blower fans , compressor, sensors, gas filling, all defective electronic parts /components, Any work external to the machine such as attachment accessories etc . at IT Center office of THE SE (MIS & IT) Chambal power House Jaipur (Raj).	19				
2	Onsite AMC of Voltage Stabilizer-V Guard make	19				
3	Total Amount in Rs. (For one year.)					
4	Total Estimated cost for this AMC is One (1) Lac only for one year.					

Note: - The unit rate quoted in column no. (D) Shall include any applicable transportation, insurance charges, custom duty taxes etc. but excluding GST.

Detailed technical specification as per Annexure "A "

Total Price in words _____ (for one year).

Z. K. Fajars

Bidding document for Onsite AMC of - Hitachi make split Air Conditioners O/o the office of SE (MIS & IT) Chambal power House Jaipur (Raj).

(A) ELIGIBILITY CRITERIA: -

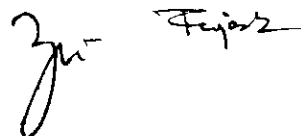
Sealed tenders are invited from various vendors for the Annual Maintenance Contract for maintenance of Split Air Conditioners **Hitachi make** from eligible vendors as per eligibility criteria given below:-

- i) the vendor should have **executed similar two contracts in Govt. / PSU / Autonomous bodies or any other organization in the last three year.** (Certificates required)
- ii) The vendor should have facility of Service & maintenance of Air Conditioners. (Certificates required). Details list of tools & tackles / T & P should be provided by the bidder.
- iii) The vendor should have at least two trained man power and having repair and maintenance of Air Conditioners facility is available. Details of men power to be provided in the bidding documents.
- iv) The vendor should have **GST registration** with the relevant statutory authority. (documents required)
- v) The company / firm should have registered in **EPF / CPF & ESI** department of Govt. of Rajasthan. (documents required)
- vi) The vendor should be having annual turnover for service contracts **at least of Rs.1 (One) Lac.** (documents required)
- vii) **The ITR / (P & L A/ c) for the two years** .should be submitted along with tender. (documents required)
- viii) **All the firms should be registered in any Govt. Department or RVPN etc .** (documents required)

The bidder may receive the tender form, before the last date, from the office of SE (MIS & IT) Chambal power House Jaipur (Raj) or alternatively, the bidder may download the tender document from the RVPN website. All tender forms must be complete in all respects and dropped before the last date and time, mentioned, in the Tender Box placed at the above-mentioned address along with the other tender documents. Bidders will submit "in sealed envelopes, addressed to the office of SE (MIS & IT) Chambal power House Hawa sarak Jaipur (Raj) .

The complete bidding documents should be kept in one envelope and sealed and super scribed with the name of work on the top of envelope.

Name of Bidder/Co. Name: Signature of Bidder
with Seal



(B) In the bid, the bidders will have to accept all the terms and conditions as mentioned in tender document. The validity period of the tender shall be for 90 days from the date of opening of tender document.

Bidder will also have to deposit the following documents in the Bid.

1. Company's profile on the letter head bearing full address and it must contain the following details along with self-attested proof of all the documents:

- i) Place of registration
- ii) GST No.
- iii) PAN No.
- iv) Telephone / Mobile No. / Email ID .
- v) Official Address along with Contact Details & email address.
- vi) The Balance sheet/ P&L Account for the past two years.

RVPN reserves the right to accept / reject any or all of the quotations without assigning any reason what so ever. Unrealistic prices quoted by the bidder would debar them from being considered for this and future contracts by this office.

The right is reserved by the RVPN to revise or amend the tender documents prior to the date notified for submission of the tender. The addendum or corrigendum shall be notified / published at RVPN Website. Bidders are advised to look at RVPN website regularly for any such addendum/corrigendum.

Any false information furnished by the contractor shall lead to the out from tender process.

Tenders are liable to be summarily rejected due to incomplete, incorrect information and / non fulfillment of eligibility criteria The SE (MIS & IT) decision shall be final and binding on the bidders.

Sealed tenders/envelopes super scribed as "AMC for SPLIT **AIR-CONDITIONERS** deposited in the office of SE (MIS & IT) Chambal power House Jaipur (Raj).

2. The number of AC units to be covered under AMC may increase or decrease during the period of contract.

3. During the period of contract the vendor company will be responsible for proper and consistent functioning of all the air conditioners.

4. In case any machine goes out of order, the repair work should be carried out by the bidder in the premises of installation. Only such work, which cannot be executed in the premises of installation, will be allowed to be carried out in the workshop of the firm with the prior permission of The SE (MIS & IT) for which no extra charges like cartage etc. will be paid. The maximum period for repair at workshop shall be of 48 hrs (2 days). Beyond the stipulated period a penalty of Rs. 500.00 per day shall be imposed and shall be recovered from the bill/payments of subsequent month/s.

A handwritten signature in black ink is written over a circular official stamp. The signature is stylized and appears to be 'J. P. ...'. The stamp is partially obscured by the signature.

5. The payment will be made to the firm on **quarterly (03 months)** basis on successful completion of each quarter (03 months) on submission of the bill in triplicate in the name of SE (MIS & IT) along with satisfaction report from the concerned in charge of work i.e. AEN (MIS & IT) RVPN Jaipur.

6. Bidder is advised to visit the site of AC installations before quoting the price.

7. The bidder is advised to acquaint himself with the job involved, examine site conditions, labour, power, water, material availability, transport, communication facility, environmental regulation, laws & bye laws of statutory bodies and collect all information that is necessary for preparing the bid and for entering into a contract. The cost of visiting the site and collecting information for the purpose of the bid shall be on bidder's account.

8. While submitting the quotation, the bidder will be deemed to have accepted, understood and accepted all the terms and conditions stated in this document and no change, whatsoever will be entertained by RVPN.

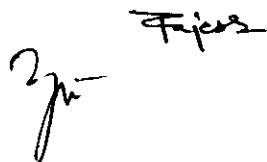
9. Dismantling/reinstallation of Split Air conditioner, the cost of refrigerant Gas, insulated refrigerant piping, interconnection cables, repair of compressors and drain pipe will be paid by contractor & shall be considered in the quoted rates of AMC.

10. The contractor shall ensure that all air conditioners are in proper working conditions throughout the contract period.

11. No interest will be paid, if the payment is delayed due to any reason

12. The employee of the contractor (who will be employed for this work) should be insured with Accidental policy . In the case, any kind of Fatal & non-fatal accident occurred all responsibilities will be on part of contractor. The RVPN will not be shared any kind of losses

Name of Bidder/Co. Name: Signature of Bidder
with Seal

Handwritten signature and a circular stamp with illegible text.

OTHER TERMS & CONDITIONS OF CONTRACT

ANNEXURE -A

(1) SCOPE OF SERVICE/Technical specification

The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with replacement of defective spare parts, including compressor and its parts and other consumables, if required during the contract period. The rate quoted for services shall also include the charges for deputing manpower if required. The routine maintenance service which shall include at least the following services:

Checking and servicing of the AC unit four times in a year & de-scaling of units if required, which includes:

- i). Replacement of Filter.
- li). Checking operation of controls of the air- conditioners such as thermostat, relays, remote control etc.
- lii). Checking air flow through the supply air grill, return air grill, condenser
- lv). Checking operation of the drive motors and fans
- v). Checking air temperature at supply air grill, return air grill, Inlet air condenser, outlet air from condenser

- vii). Checking Firmness of supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of air-conditioners etc. Anti-rusting Painting of the MS portion prone to rusting
- vii). Replacement of any component of air conditioners found defective after the above checks and tests.

- Viii) Cleaning the condenser and evaporator coils with suitable detergent /chemical solution and flushing with high pressure jet of water.
- (Ix). Greasing of blower motors and all moving parts.

(x) periodical checking & preventing service of the indoor & out door units four time in a year to undertake the service & maintenance room air condition in good condition for a year .Service report duly filled and signed by signed by the RVPN officer in charge shall be submitted on quarterly basis for retain of payment.

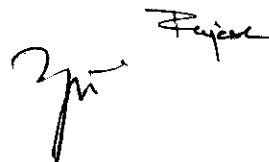
(xi) ATTENDING COMPLAINTS.

The contractor shall provide services of an expert Mechanic & helper having knowledge and experience in the operation & maintenance of the AC units.

(Xii) Supply free of charges, of all the spares and materials which are needed for the unit as a result of air wear & tear including consumables, defective items and necessary for the unit and voltage stabilizer .

(Xiii) The servicing and maintenance shall be carried out without disturbing the normal functioning of the office, The filters shall be cleaned on weekly basis and record thereof shall be maintained.

(Xiv) The history sheet of servicing /breakdown repairing of each and every unit shall be maintained & verified by AEN (MIS & IT) RVPN JAIPUR .



(2) DURATION OF CONTRACT

The contract would be initially for a period of 12 months from the date of commencement of work order. It can be extended further on the same terms and conditions, with mutual agreement & RVPN and bidder.

The contractor is also required to work on holidays in case of need for which no extra payment shall be made. Daily attendance and complaint register must be maintained and will be produced before the office / in charge of work.

(3) UNSATISFACTORY PERFORMANCE

If the performance of the contractor is not satisfactory and he fails to attend the complaints in time as stipulated in the tender, fails to attend the complaint to any of the works as contained in the scope of work, recovery from his bills will be made. The decision of the RVPN in respect of the magnitude of non-performance and its recovery thereof shall be binding on the contractor. The contractor shall be responsible for the acts and deeds of its staff. RVPN will in no way be responsible for violation of any applicable law, rules and / or other loss caused either by the contractor or its staff.

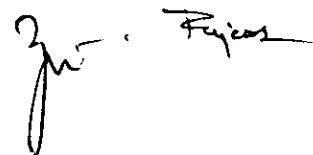
RVPN reserves its right to recover from periodical payments to be made to the Contractor, any loss or damage that may be caused to the equipment, machinery, building or any other property of RVPN by negligence or any other reason whatsoever by the Contractor.

The contractor shall be bound to maintain service record of complaints received and attended by his staff. The Staff will be under the control and supervision of the Contractor including their performance and discipline.

The Contractor shall be responsible to comply with the provisions of all the applicable laws and other enactments and amendments made thereto, from time to time and the labour laws as may be in force and applicable.

None of the staff of the contractor shall be liable to claim any sort of employment with RVPN. The Contractor shall ensure that the workmen are medically fit and in sound mind and health.

Name of Bidder/Co. Name: Signature of Bidder
with Seal



GENERAL TERMS & CONDITIONS:-

1. Completion Period:- The period of contract will be 12 months from the date of P.O and may be extended on satisfactory performance of work.

2. Working Hours:- The normal working hours for various AMC works shall be 9.30 AM to 6.00 PM .

3. Estimated Cost :-The estimated cost of AMC of Split AC work of IT Centre , Chambal Power House for one year is Rs. One Lacs including Labor & all materials, equipment's required for this work including taxes / GST.

4. Performance Security:

(a).In order to secure/assure the due fulfilment of the contract, the firm shall have to deposit the performance security amount equivalent to 10% (ten Per cent) of the amount of work order. However, the successful bidder at the time of signing of the contract agreement, may submit option for deduction of performance security from his each running and final bill @ 10% of the amount of the bill.

b) Contract Agreement:

For the fulfilment of the contract you shall execute an agreement in triplicate in the prescribed form (Performa enclosed at Annexure 'A' on non-judicial stamp paper equivalent to 0.25% of the contract value subject to maximum of Rs 15000/- And minimum of Rs. 500 / , within 15 days from issue of the letter of award/work order. Such Agreement shall be executed and signed by the competent authority of the company with seal thereon. All expenses on this account will be on your account.

5. Scope of Work:

The scope of work has been mentioned in Quotation form and ANNEXER - A. The contractor takes up the work as per the Price-Schedule and annexer-A enclosed. All materials & T&P required AMC AC work will be provided by the contractor on his own cost. Contractor will provide man power as per work requirements.

6. TERMS OF PAYMENT:

(i).The payments shall be made as under through RTGS/NEFT only after execution of the contract documents and furnishing performance security as per the relevant clause.

(ii).The 90% payment shall be made by the Sr.A.O.(EA-Cash) RVPNL, Jaipur. The bill on quarterly basis in triplicate should be submitted in the name of Superintending Engineer (MIS&IT) RVPN Jaipur.

(iii).10% (ten Per cent) as performance security amount shall be deducted from the running bill (03 month). If option under clause 4 of general

8
Fajal Jh

terms & conditions is exercised and shall be refunded after 180 days of completion of work and satisfactory performance of work.

7. **Deduction:-** The Income Tax/TDS/ **GST / ESI/ EPF/CPF** and any other tax etc. shall be deducted from the running bills as per rules applicable. **Any statutory variation in the taxation law shall be borne by the contractor.**

7.1. Firm shall be responsible for any tax, if any, applicable under this work order and Nigam shall not entertain any claim whatsoever in this regard. Nigam shall, however, deduct such taxes at source as per the rules and issue TDS certificates to firm.

7.2. Nigam shall be entitled to deduct tax at source in accordance with the provisions of Tax Laws as applicable from time to time. In such case, necessary TDS certificate shall be issued by Nigam.

7.3. Firm shall be solely responsible for payment of all taxes, duties, license fees etc., if any, for all the equipment and material covered under this Contract to the concerned authorities as applicable from time to time.

8. IN-CHARGE OF WORK:

The Assistant Engineer (MIS&IT), RVPNL, Jaipur, shall be the Officer In-charge of the work. He will verify the bills of the contractor and attend all other matters pertaining to this contract.

9. **Disputes:-** All Disputes, differences, questions what so ever arising between the Nigam & the Contractor in relation to or in connection with the Contract, shall be decided to have arisen at Jaipur(Rajasthan) only and no Courts other than Courts in Jaipur shall have jurisdiction to entertain the same.

10. **Reserve of Rights:-** RVPN reserves the right to make any changes in the scope of works as defined in the bidding documents.

11. **Termination of Contract:-** The contract can be terminated at any time if the work is not found satisfactory and non-complying the term and condition of the contract.

12. **Sub letting of Contract:-** The Contract may not be sub-let in full or part thereof to any other agency by the contractor.

13. LEGAL LIABILITY:

The contractor shall be liable for all legal complications which may come up during the course of execution of this contract.

14. FINANCIAL LIABILITY:

The contractor shall also be responsible for financial liability which may occur to him or his personnel and Nigam's personnel during the course of contract. The contractor shall also be liable to pay any statutory taxes/levies & duties etc. of the State/ Central Government which may accrue during the course of contract or in future related to the contract.

15. GENERAL LIABILITY:

The contractor shall be liable for any damage, theft, missing of his own equipment and material as well as to the Nigam's material and equipment's during the course of execution of the work.

16. PENALTY:

The bidder should provide the mobile number & E-mail id for lodging the complaint of unit. The complaints must be attended by the bidder during 48 hrs , if the bidder fails to attend the complaint during 48 hrs the penalty @ of 500/- per day will be levied from the running bills of the bidder.

In case of failure to provide the service on the above terms & conditions as per order, or any part thereof a penalty of 1/4% per week or part thereof of the un-executed work subject to maximum of 10% of contract value shall be imposed on the contractor.

17. CANCELLATION OF ORDERS:

(i) Order placed can be cancelled as per the decision of SE(MIS&IT) RVPN Jaipur in consultation with Sr.AO (Civil) RVPN Jaipur or as per applicable provisions from time to time.

(ii). In case of failure to complete the work within the contract period then the Superintending Engineer (MIS&IT) RVPN Jaipur shall be at liberty to cancel the order and forfeit firm's performance security. & charge risk & cost.

18. Insurance Clause :- The employee of the contractor (who will be employed for this work) should be insured with Accidental policy . In the case, any kind of Fatal & non-fatal accident occurred all responsibilities will be on part of contractor. The RVPN will not be shared any kind of losses .

19. ACCEPTANCE OF THE ORDER:

The acceptance of the order shall be intimated to the Superintending Engineer (MIS&IT), RVPNL, Jaipur within 7 days of the receipt of the order failing which it will be presumed that the terms & conditions incorporated in the order are accepted to the contractor.


Superintending Engineer (MIS&IT)

RVPN Jaipur

Seal & Sign of firm

with address, Mobile No.