



"प्रभास्मि शशि सूर्ययोः"

JAIPUR VIDYUT VITRAN NIGAM LIMITED

CIN: U40109RJ2000SGC016486

(A Government of Rajasthan Undertaking)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur 302005

Tel/Fax: +91-141-2740264 / Email: caoia@jvvn.org / Website: <http://energy.rajasthan.gov.in/jvvn>

No. JPD/CAO(IA)/AO/Rules/F. 52/ D.

1202

Jaipur, dated: - 20/7/2020

Order

Sub:-Hiring of computer/ Printer/ computer operator.

Reference is invited to order No. JPD/CAO(IA) AO/Rules/F.167/ D. 1936 dated 04.07.2019 (JPD/Rules-1247) which laid down the procedure of hiring of computer machine with operator.

In this regard, rates for hiring of computer, hiring of printer and Hiring of computer operator has been approved and incorporated under Chapter 22 of Annual rate Contract (ARC, 2019) vide order No. JPD/SE(TW)/XEN(TW-III)/TN-482/ARC/2019/D.884 dated 29.06.2020. Hiring of computer (with or without operator) as contained in the chapter 22 of ARC,2019 shall be made through the service providing agency as per guidelines issued under aforesaid orders dated 04.07.2019 and dated 29.06.2020 subject to requisite administrative approval and budget provision.

Necessary administrative approval for hiring of Computer (with / without operator)/ Printer shall be accorded by the Managing Director in consultation with the Director (Finance) after adjudging the reasonability and need of the requirement. The case(s) moved for approval for hiring of computer machines with or without operator mentioned in the chapter 22 of ARC, 2019 as above, should essentially be supported with complete justification as per enclosed format (Annexure-"A").

The format of the agreement to be executed by the hired agency is enclosed herewith as Annexure-"B" and terms and conditions for procurement in respect of hiring of above subject matters are also enclosed as Annexure-"C".

Encl:- As above.

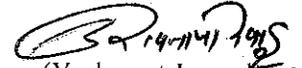
By order,

(Dr. R.P.Gupta)

Chief Accounts Officer (IA)

Copy submitted/forwarded to the following for information and circulation in various offices under their jurisdiction and control: -

1. The Chief Engineer/Zonal Chief Engineer (), JPD, _____
2. The Chief Controller of Accounts/Chief Personnel Officer, JPD, Jaipur
3. The Dy. Chief Engineer (), JPD, _____
4. The Chief Accounts Officer (FM-W&M/ R&B) JPD, Jaipur.
5. The Secretary (Admn.)/Company Secretary, JPD, Jaipur.
6. The Addl. Superintendent of Police (Vig.), JPD, Jaipur.
7. The Sr. Accounts Officer ()/ Dy. Director of Personnel (), JPD, _____
8. The Superintending Engineer (), JPD, _____
9. The Superintending Engineer (IT), JPD, Jaipur. He is requested to upload this order indicating JPD/Rules No. on the Jaipur Discom's website.
10. The Accounts Officer/Asstt. Accounts Officer (), JPD, _____
11. P.A to the Accountant General (E&R Sector Audit), O/o Principal AG Rajasthan, Jaipur.
12. P.A to the Managing Director, JVVNL, Jaipur.
13. P.A to the Director (Finance/Technical), JPD, Jaipur.


(Yeshwant Jonwal)

Asst. Accounts Officer (Rules)

Annexure 'A'

Performa For Hiring of Computer, Hiring of Printer and Hiring of Computer Operator

NAME OF OFFICE

Sr. No.	Designation	Sanctioned Strength	Working Strength	Available Computer (in working condition)	Available printer (in working condition)	Requirement of Computer	Requirement of Printer	Requirement of Computer Operator

**Name of the officer
Designation**

Annexure- 'B'

AGREEMENT TO BE EXECUTED BY COMPUTER PROVIDING AGENCY
(TO BE EXECUTED ON RAJASTHAN GOVT. NON JUDICIAL STAMP PAPER
WORTH Rs.100/)

This agreement is entered into and made this _____ day of _____ between the _____, Jaipur Discom, _____ (herein after referred to as First Party) and Shri _____ S/o _____ Resident of _____ (herein after referred to as Second party).

Whereas first party is desirous to hire services of an agency for providing computer and carrying out computer operations and the second party has agreed to provide computer and carry out computer operations as per requirement/ specifications of first party on contract basis, now therefore, this deed of contract is executed on the following terms & conditions: -

(1) Specification of the hardwares and softwares to be hired shall be as under:-

(a) Computer – Intel Core i3 or higher, 4 GB RAM, 1 TB HDD, Windows 10 PRO.

Responsibility of software license will be borne by the hired agency.

(b) Printer — Monochrome laser printer, print speed per minute - 18 or higher including one refilling of cartridge per month.

(2) All the equipments to be installed shall conform to above configuration.

(3) The contract shall be awarded for a period not exceeding six months in any case.

(4) The computer operator must be Graduate, should have knowledge to Operate computer in Windows/Linux environment, good knowledge/practice in word processor, spread sheets and internet operations, E-mail handling and other office related computer operations and should have sufficient speed of typing in Hindi & English.

(5) After installation of the computer system, it shall be inspected by the concerned officer of the Nigam to ascertain that the system conforms to the approved configuration or better configuration and in case the same is not found as per approved configuration, then the same shall be replaced by the hired agency to meet the approved configuration.

- (6) Requisite space and electrical installation for installing the computer equipments shall be arranged by the Nigam. The concerned officer of the Nigam shall also extend the facility of keeping the equipments under lock and key after office hours.
- (7) The hired agency shall have to render computer services as per the requirement of the concerned officer of the Nigam.
- (8) Toner/Ribbon for the printer shall be provided by the hired agency at his own cost and subsequently one refiling of cartridge per month shall be provided by hired agency.
- (9) In case the computer service remains closed on any working day in a month due to the absence of the computer operator or defect in the installed computer equipments, then an amount **payable calculated** per day shall be recovered from the amount payable to the hired agency and during those days the work shall be arranged to be got carried out by the hired agency through some other agency at his own cost.
- (10) The computer equipment shall always be maintained in working order. In case the equipments need repair/**refill of toner**, the hired agency shall be responsible to get the same repaired/**refilled** at his own cost within a period of 24 hours after giving prior information in writing. In case the repair is likely to take more time, then the hired agency shall have to install other equipments till the repaired equipments are installed. **In case hired agency fails to install computer system/refill the toner in printer then an amount of Rs 20.00 per day for each shall be recovered from the amount payable to the hired agency.**
- (11) In case the installed computer equipment does not work to the entire satisfaction of the Nigam, then the hired agency shall be informed in writing to get the system rectified and in case it does not get the system rectified within the stipulated period, then the contract shall be liable for termination after giving 15 days' notice in writing to this effect.
- (12) Nigam shall not be responsible for any damage or theft of the computer equipments installed by the hired agency. In case the hired agency desires so, the equipments may be got insured by the hired agency at his own cost.

- (13) No advance payment shall be allowed for carrying out computer service.
- (14) Payment shall be made by the concerned offices of the Nigam through Cheque/DD on monthly basis subject to satisfactory completion of assigned work each month and the deductions covered under the contract including statutory deductions of PF, ESI etc, if applicable/covered considering monthly wages @ Rs.7358/- per head per month shall be made from the amount payable to the hired agency.
- (15) GST if applicable, shall be paid extra on production of documentary evidence.**
- (16) Wages of computer operator has been work out considering present minimum wages Rs. 7358/-, EPF @12% & ESI @ 3.25 %.**
- (17) Monthly rate of computer operator will be revised if any changes are notified by the Government of Rajasthan in the Minimum Labour Wages, EPF & ESI.**
- (18) The hired agency shall give input/outputs as per requirement/specification of the concerned officer of the Nigam.
- (19) Computer paper for printing, CD/Floppies shall be provided by the Nigam.
- (20) The hired agency shall be fully responsible for maintaining the computer system in working order and no extra payment whatsoever for this purpose shall be made, in any circumstances.
- (21) In case any question/dispute or difference, whatsoever, arises between the Nigam and the hired agency upon or in relation to the contract, the same shall be referred to the appropriate settlement committee by depositing the prescribed fee by the hired agency.
- (22) In case the hired agency wishes to quit the work prior to the expiry of the contract period, then it shall have to give 15 days advance notice in writing to this effect failing which the hired agency shall have to deposit a sum of Rs. **5000/-** before taking back the computer system.

Note:- In case of hiring of computer operator only, terms and conditions not relevant be excluded.

In witness thereof the parties have hereunder set their hands the day and year as written above.

Signature of second party

Signature of first party Witness

(i)

(ii)

Terms & Conditions for hiring of computer with computer operator.

(1) **Specification of the hardwares and softwares to be hired shall be as under:-**

(c) Computer – Intel Core i3 or higher, 4 GB RAM, 1 TB HDD, Windows 10 PRO.

Responsibility of software license will be borne by the hired agency.

(d) Printer — Monochrome laser printer, print speed per minute - 18 or higher including one refilling of cartridge per month.

(2) All the equipments to be installed shall conform to above configuration.

(3) The contract shall be awarded for a period not exceeding six months in any case.

(4) The computer operator must be Graduate, should have knowledge to Operate computer in Windows/Linux environment, good knowledge/practice in word processor, spread sheets and internet operations, E-mail handling and other office related computer operations and should have sufficient speed of typing in Hindi & English.

(5) After installation of the computer system, it shall be inspected by the concerned officer of the Nigam to ascertain that the system conforms to the approved configuration or better configuration and in case the same is not found as per approved configuration, then the same shall be replaced by the hired agency to meet the approved configuration.

(6) Requisite space and electrical installation for installing the computer equipments shall be arranged by the Nigam. The concerned officer of the Nigam shall also extend the facility 'of keeping the equipments under lock and key after office hours.

(7) The hired agency shall have to render computer services as per the requirement of the concerned officer of the Nigam.

(8) Toner/Ribbon for the printer shall be provided by the hired agency at his own cost and subsequently one refiling of cartridge per month shall be provided by hired agency.

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evidence.

(16) **Wages of computer operator has been work out considering present minimum wages Rs. 7358/-, EPF @12% & ESI @ 3.25 %.**

(17) **Monthly rate of computer operator will be revised if any changes are notified by the Government of Rajasthan in the Minimum Labour Wages, EPF & ESI.**

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Signature of first party Witness

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