

RAJASTHAN URJA VIKAS NIGAM LIMITED

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) - U40104RJ2015SGC048738

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

(Personnel & Administration Department)

Work Office at: Shed No. 5/6, Vidyut Bhawan, Janpath, Jaipur- 302005

E-mail: ddhrruvnl01@gmail.com; Website: www.energy.rajasthan.gov.in/ruvnl

No. RUVN/P&A/store./F. /D.

Dated

Notice for inviting limited tender for photocopy services in the offices of RUVNL,Jaipur.

Rajasthan Urja Vikas Nigam Limited (RUVNL),Jaipur is inviting tender for photocopy services through limited bidding from the following bidders on terms and conditions as given below :

1. M/s Metro Air Express
2. M/s Harshit Enterprises
3. M/s Horizon Automation Systems
4. M/s Shree Shyam Digital Solutions
5. M/s Real Solution
6. M/s Agarwal Photocopiers & Stationers

The tender shall be accepted in sealed envelope upto 15th day from the date of uploading the tender document on State Public Portal and shall be opened on next day from the end date of uploading tender document in the office of undersigned in the presence of representatives of bidders who may wish to present at that time.

Terms & Conditions:

1. Procedure for photocopy work:-

The photocopy work of documents received from various offices/sections of **RUVNL, situated at Vidyut Bhawan and Malviya Nagar, Jaipur** shall be carried out after getting proper requisition slip duly signed by the concerned officer or incharge or nominee. Printed requisition slip duly numbered shall be provided by you. Photocopying work done without proper requisition slip/without signed by the section incharge of concerned office will not be entertained /permitted.

2. Schedule of Price :

Sr. No.	Particular	Rate per copy (with paper) to be quoted
1.	Photocopy on A4 size paper	

Note :

3. The rates/prices are firm and final in all respect, inclusive of all taxes, duties payable/become payable.

4. The paper used for photocopy should be of good quality and 75 GSM paper of reputed Mills.

5. Working Hours:

Normally the working hours shall be 9:30 AM to 6:00 PM in normal working days. Work can also be carried out in holidays/beyond the normal working hours/as and when required by the Nigam.

6. GST Invoice:

In case firm is registered under GST, the GST invoice has to raise by firm in prescribed format having 18% GST and same should be borne and deposited by the firm.

In case of unregistered firm under GST, amount of GST (wherever applicable) shall be borne by the firm but it will be deposited by RUVNL.

7. Maintenance Charge:

All kind of maintenance charge/material charges including spare parts/Accessories etc. for photocopy machine shall be born by successful bidder The manpower, paper & stationery, consumables and other related material for photocopy work shall also be arranged by successful bidder.

8. Scope of work :

The skilled staff should be engaged by successful bidder for this work. The work should be of good quality in all respect and clearly readable. the photocopies of documents should be returned duly stapled in the manner/sequence as handed over to successful bidder for photocopying. the secrecy of documents shall be maintained while carrying out the photocopy work. No information by any means shall be leaked out.

9. Payment :

Monthly bill for charging the contract amount shall be furnished in duplicate alongwith a statement showing the detail of work supported by requisition slip duly verified by concerned authority and shall be raised in favour of Dy. Director (HR), RUVNL, Jaipur and payment shall be arranged by the Assistant Accounts Officer (EA&Cash), RUVNL, Jaipur. Payment shall be made through Cheque /DD/ RTGS/NEFT monthly basis subject to satisfactory completion of assigned work each month and the deductions covered under the contract including statutory deductions if applicable/covered.

10. Agreement :

The successful bidder shall sign the agreement for contract on non judicial stamp of GoR worth Rs. 500/-.

11. Bid security shall be deposited @ 2% (two percent) of the estimated value of tender at the time of submission of tender in favor of AAO(EA-Cash),RUVNL payable at Jaipur . The estimated value of the tender is Rs.180000/-.

12. Performance Security shall be deposited @ 5% (two percent) of the contract value in favor of AAO(EA-Cash),RUVNL payable at Jaipur within 15 days from the date of issuing the order which shall be refunded after one month of satisfactory completion of the contract.

13. Nigam shall not be responsible for any damage or theft of the machine installed by the hired agency. In case the hired desires so, then equipments may be got insured by the hired agency at his own cost.

14. 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 MD, RUVNL, Jaipur and his decision will be final and binding upon both the parties.

15. In case of agency/contractor 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 has to deposit a sum of Rs.3000/-

16. The contractor shall not sub-let the contract to any other agency.

Dy. Director (HR)
RUVNL,Jaipur

