



**BHARAT HEAVY ELECTRICALS LIMITED**  
(A GOVT. OF INDIA UNDERTAKING)  
REGIONAL OPERATIONS DIVISION

Nehru Place, 1st Floor, NF/O/03, Tonk Road Jaipur-302015  
Phone: 0141-274-3580/2347 Fax: (0141) 274-3314  
Email: anshumanm@bhel.in

Ref. No. ROD/JPR/Office attendant/2021-22

Date: 09.07.2021

**Sub: Contract for services of office attendant of our office premises for the Year 2021-22**

Dear Sir,

We invite your best quotation regarding providing services of office attendant at our office premises at Nehru Place, Tonk Road, Jaipur. Your quotation along with certificate of incorporation/Registration and Annexure A,B,C,D,E,F and Price bid ( i.e. with seal signed) should reach us on or before 02.08.2021, 15.00 hrs.

Quotations are invited in **two part bids (part I contains Techno-commercial bid & part II contains price bid Annexure B)** in **TWO SEPRATE** sealed covers with Enquiry No. & Date and Quotation Due Date, legibly super-scribed on it, subject to acceptance of the enclosed Terms and Conditions.

The working hour of office attendant will be 8 hours. The office attendant posted at our office premises will remain under your direct employment and shall be paid their wages by yourself. Thus we will have no liability towards their employment. All statutory liabilities regarding compliance of Provident Fund and ESIC shall be solely your responsibility, which shall be deposited on monthly basis. As and when office attendant proceeds on leave or absents due to any unforeseen reason, you shall provide a reliever without any extra charges.

The contract period will be for one year starting from date of Work order. The payment shall be made to you within 7 days after the submission of bill. The account payee cheque drawn in favor of your company/ RTGS payment will be sent to you directly.

The terms and conditions of this letter are stipulated in Annexure A, B, C, D, E, F & Price bid which forms part of this contract.

The offers received late i.e. received after due date shall not be considered at all. You are requested not to take any deviation from this tender and a certification to this effect is to be given as per the format for '**No Deviation Certificate**' enclosed. The 'No Deviation Certificate' shall be submitted in a separate sealed envelope to be submitted along with the Technical & Commercial Bid.

BHEL reserves the right to accept or reject the tender either partly or fully as considered necessary without assigning any reason thereof and the decision of BHEL in this regard shall be final and binding on the contractor.

  
अंशुमन गाथुर  
घरिष्ठ उप महाप्रबन्धक  
भा.है.इ.लि. क्षेत्रीय परिचालन विभाग  
नेहरू प्लेस, एन एफ/0/03  
टॉक: रोड जयपुर-302015

The Part-I offers of the parties shall be opened on **02.08.2021 at 15:30 hrs.** in the presence of authorized representatives of the parties who may like to be present.

Thanking you.

Yours faithfully,

( ANSHUMAN MATHUR )

Sr-DGM-ROD-JAIPUR

अंशुमन माथुर

विश्व उप महाप्रबन्धक

आ.ई.ए.लि. क्षेत्रीय परिचालन विभाग

नेहज रोड, एन एफ/0/03

दौर्द राज रोड-302015

Encl: As mentioned above

**'No Deviation Certificate'**

With reference to your Tender Enquiry No: . ROD/JPR/Office attendant/ 2021-22 Date: 09.07.2021 this is to confirm that we have not taken any deviation from any of the Tender Clause and have quoted as required under tender, we hereby convey our unqualified acceptance to the terms and conditions as stipulated in the Tender.

In the event of discovery of any deviation in our offer at a later date, the same shall stand null and void.

Thanking you,

Yours faithfully,

(Signature)

(Seal)

अंशाली शर्मा  
चरित्र उप महाप्रब धर्म  
आ.हे.इ.लि. शोग्रीय परिचालन विभाग  
नेहज लैंग, एन एफ/0/03  
टॉक रोड जाप्पूर-302015

SPECIFICATION

We invite your best quotation for the office attendant on the following location and terms and conditions:-

Office attendant is to be provided by the contractor at **Bharat Heavy Electricals Limited - Regional Operations Division-Jaipur, NF/O/03, First Floor, Nehru Place, Tonk Road, Jaipur office**, comprising of following:

- 136Sq. Mtrs. of premises of the NF/O/03, First Floor, Nehru Place, Tonk Road, Jaipur office

**Office attendant to be provided by you shall fulfill the following conditions:-**

- a) **Office attendant deployed to carry out the job should be unskilled labor. They should not be above the age of 55 years and physically fit.**
- b) To ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace and disorderliness etc. take place in the area.
- c) To take all preventive measures to avoid fire or accident taking place. However, in case of such an eventuality, suitable action to be taken immediately for fire fighting, inform the Head of the Office and designated officers of BHEL immediately.
- d) To ensure that lights/fans are not in use beyond office hours and are switched off and water taps are turned off.
- e) Coordinating the maintenance and repair of office equipment
- f) Assisting other administrative staff in wide range of office duties
- g) Collecting and distributing couriers or parcels among employees
- h) Cooperating with office staff to maintain proper interaction and a friendly environment within the office
- i) Make sure the office premise is clean
- j) Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
- k) Inspects and turns on Air Conditioning and Multimedia.
- l) Arranges the seats, organize the office.
- m) Repairs small problems and maintains fresh office environment.

  
आंगनवासन समिति  
भारतीय महानगरपालिका  
नेहरू प्लॉन, एन एफ/0/03  
टॉक रोड, जयपुर-302015

- n) Prepares tea and coffee for staff and guests.
- o) Maintains the cleanliness of the office kitchen
- p) The personnel deployed shall work 8hours on all working days.



अंशुमति ग्राम्य  
विधि उप महाप्रबन्धक  
आ.डी.लि. द्वितीय परिचालन विभाग  
नेहल एस, एन एफ/0/03  
टॉप रोड, छाधार-302015

**Measurement criteria**

**MEASUREMENT OF WORK AND PAYMENTS THEREOF.**

1. The designated officer of the Unit will periodically inspect the office attendant being provided by the contractor and find out deficiencies, negligence etc. if any. The contractor shall rectify the same immediately within 24 Hours to the satisfaction of the designated officer.
2. i) The payment to the contractor will be made to the contractor on the basis of work carried out by him and based on the work measured the payment will be made on monthly basis. The payment to the contractor is not to be linked with the number of workmen deployed, number of workmen absent, and increase in rate of DA etc. Payment against running bills on completion of job as per specification and will be made after 7 days from the date of completion of job/ submission of duly verified by authorized officer and the same will have no relation with the payment schedule of wages of his employees.  
ii) **Payment will only be made for 26 days .**
3. All payments will be subject to deduction of income tax at source as per Income Tax and Tax as per the applicable Rules.



अधिकारी शास्त्रीय  
घटिका दल महाप्रबन्धक  
आ.हे.इ.लि. क्षेत्रीय परिचालन विभाग  
नेहरू प्लॉन, एन एफ/0/03  
टॉक रोड उथपुर-302015

**CONTRACTOR'S OBLIGATIONS**

**A) Contractual:**

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- d) Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- e) Contractor should issue appropriate appointment letters to his employees.
- f) Contractor to provide employment card/ identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary/ partnership firm/company, place of work, contract number and duration of validity of card.
- g) Contractor will be responsible for the good conduct of his employees. In case of any misconduct /misbehavior by any employee, the contractor will replace such employee(s) immediately.
- h) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy a casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- i) Contractor will keep watch on his employees and he will be liable for any pilferage/loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- j) Contractor to provide safety appliances and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- k) The contractor has to provide a distinct uniform different from BHEL employees. The uniform should have logo of the contractor's firms/ company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the cap shall be integral part of the uniform.
- l) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- m) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from establishment of BHEL. In case contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.
- n) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the contract at his cost and if necessary contractor may take insurance policy of his men, material, equipments and tools and tackles.

  
अंग्रेजी समूह  
दरिया नगर महाप्रब धर्म  
आ.डी.लि. क्षेत्रीय परिवालन विभाग  
नेहरू प्लाट, एन सी/0/03  
टॉक रोड, जयपुर-302015

- o) Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- p) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job

**B) Towards statutory liability**

- a) All statutory requirements under Minimum Wages Act, 1948, Payment of Wage Act, 1936, Workmen Compensation Act 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act. 1948, The Contract Labour (R&A) Act, 1970, Payment of Bonus Act. 1965, Income Tax Act, and all other applicable Acts shall be complied with by the contractor.
- b) Contractor shall comply with all statutory requirement, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- c) Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
- d) Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act, 1952 to the RPFC.
- e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No/ card of each employee.
- f) Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for non payment/ delayed payment of wages/ DA, contributions under EPF & MP act, ESI Act etc.
- i) In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit /other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- j) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- k) The liabilities for any compensation on account of injury sustained by an employee of the contractor will exclusively that of the contractor.
- l) Contractor to obtain insurance cover to his employees/equipment /tools and tackles etc and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and /or his employees.
- m) Contractor should have independent code numbers/ exemptions under EPF& MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
- n) Payment of bonus under the Payment of Bonus act. Payment of gratuity under Gratuity Act and retrenchment compensation under Act will be the sole responsibility of the contractor.
- o) Over and above the daily wage rate, payment shall be made for leave with wages.
- p) Contractor shall observe provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees. No work shall be done on second/ third shift, overtime, Sundays or on other declared holidays without written permission.



અ. હિં. પટેલ  
બિરિલી હપ મહારાજ વિભાગ  
સેલ્સ પ્લેટ, એન એફ/0/03  
દોંડ રોડ જાગુર-3C2015

- q) In case a contractor employees women as employee he will discharge his obligation under law in respect of such woman prohibition of employing them for more than 9 hours per day provision of crèche facility, grant of maternity leave as per rules etc.
- r) Contractor shall be responsible for making payment of wages before the expiry of 7<sup>th</sup> day after the last day of the wage period in respect of which the wages are payable and to ensure disbursement of wages in the presence of the authorities representative of contact operating division who shall record under his signature at the end of entries in the Register of wages.
- s) Contractor to obtain license under CL (R&A) Act, 1970.



अनिल पटेल  
वरिष्ठ एवं महाप्रब शक्ति  
भारतीय परिवालन विभाग  
नेहज धोना, एन एन/0/03  
टोक रोड, जाप्पार-302015

**GENERAL TERMS AND CONDITIONS**

**EMD:** In line to Govt. Rajasthan circular dtd. 23.12.2020 , bid security declaration on Rs. 50/- stamp paper with stamp duty charges of 30% is to be submitted with technical bid.

Govt. of Rajasthan circular dtd. 23.12.2020 is attached with Bid securing declaration format as **Annexure F** .

BHEL shall have the privities of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

The contractor shall maintain regular contact with the designated employee (s) of BHEL and will interact on matters relating to the work awarded under this contract.

In case the contractor does not carry out the contractual/ statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the /anomaly within specified time (Unit to specify the time) failing which BHEL reserves the right to impose the specified penalty (units to specify the quantum of penalty in the contract ) in the and/ or terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.

**The contractor shall deposit 5% of the contract value as security with BHEL** in the form of pay order/ bank guarantee/ FDI in the name of contractor A/c-BHEL duly discharged on the back. Alternatively, the amount of security deposit can be adjusted partly from balance amount from subsequent bills. The Security Deposit shall not carry any interest.

This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to the deduction on account of company dues, non deposit of statutory dues etc. No interest will be payable on the security deposit.

The decision of BHEL regarding interpretation of any terms and conditions set forth in the agreement shall be final and binding on the contractor.

Any matter arising out or in connection with the agreement shall be under jurisdiction of Rajasthan Court.

The contract will commence on date of work order and will remain valid for a period of one year. The parties reserve the right to extend the contract on mutually agreed terms and conditions.

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with provisions of the Arbitration

अंशुजन ज्ञानुर  
वरिष्ठ नियन्त्रित प्रबन्ध चक्र  
भा. ई. इ. लि. कंपनी परिवार समिति  
मैहल पटेस, एन एफ/0/03  
ठाँक रोड, जयपुर-302015

and Conciliation Act 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Jaipur in India. The award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Rajasthan Courts.

#### Towards Finance.

Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipments to his employees , materials , payment of wages to his employees etc. Rates quoted shall be net and inclusive of all the capital cost, material cost, taxes and levies which might be applicable to this type of job.

#### Rights and obligation of BHEL.

- a) In case the contractor does not carry out the contractual/ statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the /anomaly within specified time (Unit to specify the time) failing which BHEL reserves the right to impose the specified penalty (units to specify the quantum of penalty in the contract ) in the and/ or terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- b) Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract without assigning any reason thereof by giving 30 days notice in writing to the contractor.
- c) The cancellation of contract may be either for whole or part of the contract at BHEL's option. In the event of termination of contract in whole or part BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- d) The decision of BHEL regarding interpretation of any terms and conditions set forth in the agreement shall be final and binding on the contractor.

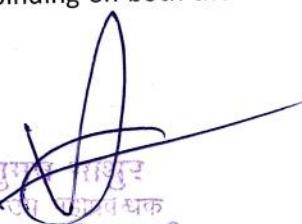
#### Duration of the Contract

##### Duration of the contract will be for one year i.e. from date of Work order

Both the parties reserve the right to extend the contract on mutually agreed terms and conditions.

#### Arbitration and Governing law

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with provisions of the Arbitration and Conciliation Act 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Jaipur in India.



आर्यन राजपूर  
वरिष्ठ नियन्त्रण विभाग  
आ.ए.इ.लि. बंगलोर परिवारक विभाग  
नैहल्य प्लैट्ट, एन एफ/0/03  
टॉक रोड, जयपुर-302015

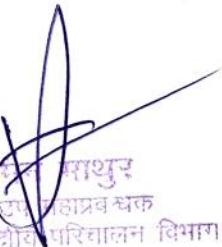
The award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction.

**Signature of the Parties.**

The contract needs to be executed on proper stamp paper to be purchased by the contractor (stamp fees be ascertained as per the applicable rates in the Rajasthan State). It should be singed with seal of the firm/Company and witnessed.

**Adherence to Purchase Policy /Work Policy:**

Relevant provisions of Purchase Policy/ Works policy and delegation of powers of BHEL as applicable need to be adhered to while awarding the job contract(s).



आंशुल साथुर  
द्वारिष्ठ उप-कार्यालय अधिकारी  
भा.हेल.लि. शोवारा परिवालन विभाग  
नेहरू लोन, एन एफ/0/03  
टॉक रोड, जैधनुर-302015

Agreement

This AGREEMENT made this \_\_\_\_\_ days of \_\_\_\_\_ Two Thousand \_\_\_\_\_ between:

M/s \_\_\_\_\_, a Proprietary/ Partnership firm / Society/Cooperative Society/ Company (indicate legal status of the Contractor) duly registered with \_\_\_\_\_ (indicate name of the Authority with whom Registered Office at \_\_\_\_\_ hereinafter referred to as \_\_\_\_\_ ( which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns) of the first part.

And

Bharat Heavy Electricals Limited, Regional Operations Division-Jaipur, NF/O/03, First Floor, Nehru Place, Tonk Road, Jaipur-302015. A Company incorporated under the Companies Act 1956, and having its Registered office at BHEL House , Siri Fort, New Delhi- 110049 hereinafter referred to as "BHEL" , (which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns) of the Second part.

WHEREAS

- A. The BHEL desires to engage a contractor to provide Security Services in and around the Office premises of Regional Operations Division-Jaipur, NF/O/03, First Floor, Nehru Place, Tonk Road, Jaipur-302015.
- B. The \_\_\_\_\_ (Contractor) which is a specialized agency providing Security Services in different establishments has agreed to undertake the aforesaid work on job contract basis.

NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES

The terms and conditions of this agreement are stipulated in Annexure A,B,C,D, E,F and price bid which forms part of this agreement.

IN WITNESS WHEREOF the parties hereto through their authorized representative have singed these presents on the day, month and year mentioned above.

For and on behalf of

Contractor

(Indicate name of Contractor & affix his seal)



ભારતીય વાયુપુર  
બાણીય મહાપ્રવાચક  
નેન્દ્રાની પરિવાલન વિભાગ  
નેન્દ્રાની, એન એન/૦/૦૩  
ટૉન્ક રોડ જાપુર-૩૦૨૦૧૫

(Authorized Signatory)

(Name & designation )

WITNESS:1

1. Signature
2. Designation
3. Address.

For and on behalf of

Bharat Heavy Electricals Ltd.

Unit

(Affix seal of the Unit )

(Authorized Signatory)

(Name & designation

WITNESS:1

1. Signature
2. Designation
3. Address.

अशुमन मुमुक्षु  
वरिष्ठ उप-महाप्रब धक्क  
भारतीय विद्युत विभाग  
नेहज झीम, एन एफ/0/03  
टोक रोड चंडीगढ़-302015

**Qualifying requirement:**

- 1) **EMD:** In line to Govt. Rajasthan circular dtd. 23.12.2020 , bid security declaration on Rs. 50/- stamp paper with stamp duty charges of 30% is to be submitted with technical bid. Govt. of Rajasthan circular dtd. 23.12.2020 is attached with Bid securing declaration format as Annexure F .
- 2) The bidder should submit statements giving particulars duly supported by documentary evidence of following Qualifying requirement data:
  1. NAME of the Contractor:
  2. Status ( Proprietary firm/ Partnership firm/ Society/ Cooperative Society/ Company)
  3. ADDRESS of registered office:
  4. Registration No.
  5. Registered with
  6. NAME of other party
  7. ADDRESS of the UNIT
  8. PAN/ TAN No.
  9. No. of permanent employees
  10. Average Annual Financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year , should be at least Rs. 35,271/-.
  12. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
    - a. Three similar completed works costing not less than the amount equal to Rs. 47,028/- of the estimated cost.
    - b. Two similar completed works costing not less than the amount equal to Rs.58,785/- of the estimated cost.
    - c. One similar completed work costing not less than the amount equal to Rs.94056/- of the estimated cost.

A statement giving particulars duly supported by documentary evidence for works of similar nature by the Bidder in reputed Government undertakings/Companies in the past.

1. An attested copy of the Power of Attorney in case the tender is signed by an individual other than the Proprietor.

  
आंशुक नायक  
दरिष्ठ उम्मीदवाली कंपनी के लिए  
भा. अंशुक नायक, परिचालन विभाग  
नेहरू एवं, एन एफ/0/03  
टॉक रोड, जयपुर-302015

**In case of Individual:** His full name, mailing address, Fax No., Telephone No, E-Mail ID and place and nature of business are to be submitted.

**In case of Partnership Firm:** The names of all the partners and their address along with a copy of the Partnership deed, instruments or partnership duly certified by Public Notary are to be submitted.

**In case of Companies:** Date and place of registration including date of commencement certificate in case of Public Limited Company (Certified copies of Memorandum of Association are to be furnished), Nature of business carried out by the Company and provisions of the Memorandum relating thereof as well as names and particulars including addresses of all the Directors and their previous experience, as well as their financial condition are to be submitted.

2. The bidder shall submit supporting documents such as valid ITCC (Income tax clearance Certificate), Provident fund (PF) registration Certificate and ESI Code/Workmen Compensation Policy proof document.
3. Balance sheet & Profit & Loss A/C of last (03) years
4. Trade license.

The responsibilities in terms of financial obligations set out in the Tender Specifications for rendering services in operation of the contract shall be quoted by the bidder only which shall be firm during the period of the contract.

**I/We have gone through the complete tender documents connected with the work and agree to execute all the work in the terms and conditions of this contract.**

Signature of the Bidder : \_\_\_\_\_

Date : \_\_\_\_\_

Address : \_\_\_\_\_

  
अंशुमान नाथुर  
विश्वविद्यालय नहान प्रबन्धक  
भा. हे. ह. लि. शेंगाय परिवालन विभाग  
नेहन स्टी. एन एफ/0/03  
दंडक राज्य अधिकार-302015

राजस्थान सरकार  
वित्त (स्तान्त्रिक वित्तीय एवं लेखा नियम) विभाग



क्रमांक : एफ 2(1)वित्त / जीएप्डटी-एसपीएफसी / 2017 जयपुर, दिनांक : 23-12-2020

परिपत्र

वित्त दिनांक की अविस्तृतवान क्रमांक एफ. 2(1)वित्त/जीएप्डटी - एसपीएफसी/ 2017 दिनांक 18.12.2020 द्वारा आरटीपीपी नियम, 2013 के नियम 42(2) में संशोधन करते हुए आनंदित की जाने वाली आगामी वोलियों के संदर्भ में दिनांक 31.12.2021 तक विड सिक्यूरिटी राशि प्राप्त नहीं करने एवं इसके स्थान पर विड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का प्रावधान किया गया है।

चूंकि उक्त नियमों में विड सिक्यूरिटी राशि के स्थान पर विड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का नवीन प्रावधान किया गया है। अतः समस्त उपायन संस्थाओं के उपयोगार्थ विड सिक्यूरिटी के संबंध में लिए जाने वाले घोषणा पत्र (Declaration) का नामक प्रारूप संलग्न प्रेषित है। राजस्थान स्टाम्प अधिनियम, 1998 की द्वारा 3 तपति अनुसूची के अनुच्छेद 4 के अनुत्तार घोषणा पत्र (Declaration) पर 50/- लपये स्टाम्प ड्यूटी देय है तथा इस स्टाम्प ड्यूटी की राशि पर नियमानुसार 30 प्रतिशत सरचार्ज देय है। अतः समस्त उपायन संस्थाओं को निर्देशित किया जाता है कि विड सिक्यूरिटी के संबंध में प्रस्तुत किए जाने वाले घोषणा पत्र (Declaration) पर उक्तानुसार राजस्थान राज्य में स्टाम्प ड्यूटी एवं सरचार्ज का भुगतान सुनिश्चित करायें।

संलग्न - उपरोक्तानुसार

(विमल कुमार रुप्ता)  
संयुक्त शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आदेशक कार्यवाही हेतु प्रेषित है:-

- संधिव, राजपाल/प्रमुख सचिव, मुख्यमंत्री/विधान सभा के समस्त संविधान सचिव/राज्य मंत्रीमण।
- उप संधिव, मुख्य सचिव/नियोजित सचिव, समस्त अंति. मुख्य सचिव/प्रमुख शासन सचिव/ शासन सचिव/विधिव शासन सचिव।
- संधिव, राजस्थान विधानसभा, राजस्थान, जयपुर।
- संधिव, लोकायुक्त सचिवालय, राजस्थान, जयपुर।
- संधिव, राजस्थान लोक सेवा आयोग, अजगर।
- राजन्द्रार, राजस्थान उच्च न्यायालय जोधपुर/जयपुर।
- प्रधान महालेखाकार ए.एष्ट राजस्थान जयपुर।
- प्रधान नहालेखाकार आडिट राजस्थान जयपुर।
- समस्त संस्कृत शासन सचिव/उप शासन सचिव/संधियात्रम के रानरा अनुभाग/विभाग।
- समस्त विभागाध्यक्ष/जिला अलबटर/संभागीय आयुक्त।
- राजन्द्रार, राजस्थान सिविल सेवा अधिकरण, जयपुर।
- समस्त विलोम सलाहकार/मुख्य लेखाधिकारी।
- समस्त कामाधिकारी।
- समस्त उपायन संस्थाएँ।
- तकनीकी निदशक वित्त विभाग को भेजकर लेख है परिपत्र को वित्त विभाग की वैयसाईट पर प्रकाशित करवाने की व्यवस्था कराये।
- राजत पत्रावली।

संयुक्त शासन सचिव

अंशुल कुमार राज्युत  
विड सिक्यूरिटी एवं लेखा नियम विभाग  
आ.एस.ए. द्वारा दिए गए एफ/0/03  
टॉक रोड, जयपुर-302015

## Form of Bid-Securing Declaration

Date :  
Bid No. :  
Alternative No. :

To : \_\_\_\_\_

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely :-

- (a) when we withdraw or modify our bid after opening of bids;
- (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if :-

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

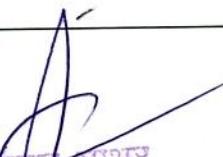
Duly authorized to sign the bid for and on behalf of :

Dated on \_\_\_\_\_ day of \_\_\_\_\_  
Corporate Seal \_\_\_\_\_

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid.]

  
Signature Not Verified

Digitally signed by Rajesh Bhatnagar  
Date: 2020.12.24 16:51:46 IST  
Location: Rajasthan, IN

  
आंगन बालु  
बरिष्ठ उमेर विभाग  
आज्ञायिक परिचालन विभाग  
नेहरू जोन, एन एफ/0/03  
टॉक रोड जयपुर-322015

PRICE BID



Contract for services of office attendant of our office premises for the Year 2021-22

We invite your best quotation regarding providing services of office attendant at our office premises at Nehru Place, Tonk Road, Jaipur

1 Payment towards work satisfactorily executed will be made to the contractor at the following rates:-

Description	wage in Rs.	ESI in Rs.	Service Charge in RS.	EPF in Rs.	Other allowance if any in Rs.	Total amount in Rs.
Rate for the office attendant (unskilled labor) for the office premises <b>Per day for one office attendant (for 8 hrs.) in RS.</b>						

2 Taxes are extra and will be payable as per government rules

3 The working hour of each office boy will be 8 hours. As per requirement numbers of security office boy will be informed.

4 The payment to be made to the contractor on the basis of work carried out by him and based on the work measured the payment will be made on monthly basis for 26 days. The payment to the contractor is not to be linked with the number of workmen deployed, number of workmen absent, and increase in rate of DA etc. Payment against running bills on completion of job as per specification and will be made after 7 days from the date of completion of job/ submission of bill duly verified by authorized officer and the same will have no relation with the payment schedule of wages of his employees.

5 All payments will be subject to deduction of income tax at source as per Income Tax and other Tax as per the applicable Rules.

6 Price are valid for 60 days

**Note: Price bid to be submitted separately**

आशुषन शायुर  
दरिचु उप नहान्न थक  
आ.हे.लि. क्षेत्रीय परिवालन विभाग  
नेहक एवेन्यु, एन एफ/0/03  
टॉक रोड लायपुर-302015