

राजस्थान सरकार

कार्यालय उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा

(कलेक्ट्रेट परिसर, भीलवाड़ा। फोन नंबर 01482- 232678 ई-मेल-dlo.bhi@rajasthan.gov.in

क्रमांक- सान्याअवि/ई-निविदा/भी./2022-23/6022

दिनांक: 06.1.2023

खुली ई-निविदा सूचना 02/2022-2023

श्रीमान निदेशक एवं संयुक्त शासन सचिव महोदय सान्याअवि जयपुर के आदेश क्रमांक एफ 7(7)(25)/रा.छा/बजट/सान्याअवि/2022-23/18646 दिनांक 30.11.2022 द्वारा भीलवाड़ा जिले के छात्रावासों के लिये निम्नलिखित सामग्री क्रय हेतु वित्तीय वर्ष 2022-23 में खुली ई-निविदा आमंत्रित की जाती है-

S.No.	Items	Estimated Cost	Bid Fees Document	RISL Processing Fee	Earnest Money
1.	कम्प्यूटर, प्रिंटर एवं LED SMART TV क्रय (computer/printer/ LED SMART TV)	26 lakhs	Rs 500/-	Rs 500/-	Bank DD of Rs. 52000

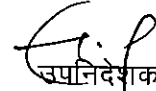
**Bidding Schedule**

Sr.No.	Subject	Date	Time
1.	e-publishing Date	06.01.2023	02:00 PM
2.	Document Download Start Date	06.01.2023	03:00 PM
3.	Document Download End Date	18.01.2023	01:00 PM
4.	Bid Submission End Date	18.01.2023	03:00 PM
5.	Online Submission of Tender Fee and Processing Fee DD A copy must be submitted physically at office.	18.01.2023	05:00 PM
6.	Technical Bid Opening Date	19.01.2023	01:00 PM

ई-निविदा संबंधी शर्तें एवं ई-निविदा प्रपत्र [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) and <https://eproc.rajasthan.gov.in> पर से भी download किये जा सकते हैं अथवा नकद/डीडी राशि 500/- रु का भुगतान कर कार्यालय उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा से कार्यालय समय पर प्राप्त किये जा सकते हैं।

UBN No.

NIB No.



उपनिदेशक  
सामाजिक न्याय एवं अधिकारिता विभाग  
भीलवाड़ा

क्रमांक- सान्याअवि/ई-निविदा /2022-23 /6023-27

दिनांक: 06.01.2023

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

1. श्रीमान् निदेशक महोदय, सामाजिक न्याय एवं अधिकारिता विभाग, राजस्थान-जयपुर।
2. श्रीमान् निदेशक सूचना एवं जनसम्पर्क अधिकारी, सचिवालय जयपुर को प्रेषित कर निवेदन है कि उक्त निविदा सूचना का प्रकाशन एक राज्य स्तरीय प्रमुख समाचार पत्र में जिनकी प्रकाशित प्रतियों की संख्या 50 हजार प्रतियों से अधिक हो उसमें तथा एक क्षेत्रीय स्तर के समाचार पत्र में न्यूनतम जगह में डी.पी.आर. दरो पर न्यूनतम स्पेस में प्रकाशित करवाने का श्रम करें।
3. श्रीमान् अति.निदेशक (छात्रवृत्ति एवं छात्रावास), सामाजिक न्याय एवं अधिकारिता विभाग, राज.जयपुर।
4. श्रीमान् अति.निदेशक (आई. टी), सामाजिक न्याय एवं अधिकारिता विभाग, राज.जयपुर को विभागीय वेबसाईट पर अपलोड करने हेतु।
5. नोटिस बोर्ड जिला कलक्टर कार्यालय/जिला परिषद/कार्यालय हाजा।



उपनिदेशक  
सामाजिक न्याय एवं अधिकारिता विभाग  
भीलवाड़ा

### Instructions for online submission of e-Bid

- 1- The Bidders who are interested in bidding can download Bid Documents from <http://eproc.rajasthan.gov.in>
- 2- Bidders, who wish to participate in this Bid, will have to be registered on <http://eproc.rajasthan.gov.in>. To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type III) as per Information Technology Act-2000 using which they can sign their electronic Bid.
- 3- Bidder will submit their offer on-line in electronic formats both for technical and financial proposals; however for Bid fees, processing fees shall be submitted manually in the office of tendering authority (DEPUTY DIRECTOR SJED, BHILWARA) before scheduled date & time as mentioned in NIB. Scanned copy of Challan shall be uploaded along with the online Bid.
- 4- Before electronically submitting the tenders, it shall be ensured that all the Bid papers including conditions of contract are digitally signed by the Bidder, with proper **Page numbering** each and every page .
- 5- Bidders are also advised to refer "Bidders manual" available under "Download" section for further details about the e-tendering process.
- 6- The prospective bidders if they so desire may participate in the bid to clarify the doubts in respect of bidding document before last date of submission of Bid in any working day.

#### **Special Note:-**

All Bidders are advised not to wait till last date and are advised to submit their tender/Bid at the earliest. The DD SJED, BHILWARA will not be responsible for any last minute rush in website. No extension in deposition of Tender/Bid will be allowed.



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उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा  
तकनीकी ई-निविदा प्रपत्र (बोली)

(खुली ई-निविदा )

- ई-निविदा प्रस्तुत करने वाली फर्म का नाम व डाक पता, GST No-----, PAN No----- ।
- किसको सम्बोधित किया गया – उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा।
- संदर्भ – सान्याअवि/ई-निविदा /2022-23 / दिनांक:
- ई-निविदा शुल्क की राशि 500/- नकद रसीद संख्या ..... एवं दिनांक ..... द्वारा/रेखांकित बैंकर चैक, डिमाण्ड ड्राफ्ट संख्या ..... के द्वारा जमा करा दी गयी है।
- हम उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा द्वारा जारी की गयी ई-निविदा सूचना संख्या ..... दिनांक ..... में वर्णित सभी शर्तों से तथा संलग्न शीट में दी गयी उक्त ई-निविदा सूचना की अतिरिक्त शर्तों से बाध्य होना स्वीकार करते हैं। (इनके सभी पृष्ठों पर उनमें उल्लेखित शर्तों को हमारे द्वारा स्वीकार किये जाने के प्रमाणस्वरूप हमने हस्ताक्षर कर दिये हैं।
- ई-निविदा में अंकित मर्दानों की सफ़ाई के लिये दरें संलग्न प्रपत्र अनुसार होंगी तथा प्रदाय की जाने वाली सामग्री की अनुमानित मात्रा, उनमें प्रत्येक के सामने अंकित की गयी है।
- दरें FOR उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा में होंगी। फर्म की बोली स्वीकृत होने पर उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा कार्यालय में कम्प्यूटर हार्डवेयर (Computer/Printer/ व LED SMART TV) उपलब्ध कराना होगा तथा कार्यालय के संबंधित अधीनस्थ छात्रावासों में स्थापित करना होगा एवं वारण्टी पीरियड में सर्विस कार्यालय उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा के अधीनस्थ संबंधित छात्रावासों में उपलब्ध करानी होगी।
- बैंक ड्राफ्ट/बैंकर्स चैक/बैंक गारण्टी संख्या..... जो (बैंक का नाम)..... पर आहरित किया गया है/नकद रसीद संख्या ...../ दिनांक.....रूपये ..... के लिये बयाना राशि/बोली प्रतिभूति के पेटे संलग्न किया जाता है।
- उपलब्ध कराये जाने वाले हार्डवेयर के तकनीकी स्पेसिफिकेशन संबंधी विवरण :-  
(कृपया प्रत्येक हेतु आवश्यक प्रपत्र/प्रमाण-पत्र अनिवार्यतः संलग्न करें।

क्रय किये जाने वाले कम्प्यूटर, हार्डवेयर, LED SMART TV की संख्या as per Appendix F

कम्प्यूटर	प्रिन्टर	LED SMART TV
26	26	26

कुल संख्या आवश्यकतानुसार घटायी/बढ़ायी जा सकती है।

- तकनीकी ई-निविदा को स्वीकार करने हेतु अनिवार्य शर्तें:-
  - निर्धारित बोली प्रतिभूति राशि।
  - Online Submission of Tender Fee and Processing Fee DD A copy must be submitted physically at office.।
  - बिड के साथ GST पंजीयन प्रमाण-पत्र एवं आयकर विभाग द्वारा जारी पेन नं. की प्रमाणित प्रति।
  - कम्प्यूटर एवं संबंधित हार्डवेयर की आपूर्ति किये जाने हेतु ई-निविदा सामग्री का वास्तविक डीलर/सेवा प्रदाता होने का प्रमाण पत्र संलग्न करावें।
  - संलग्न परिशिष्ट- ई (Annexure-E) का राशि रु. 50- के स्टाम्प पर घोषणा पत्र।
  - बिन्दू सं. 1 से 5 तक वांछित दस्तावेज तकनीकी ई-निविदा के साथ इसी क्रम में कार्यालय में प्रस्तुत किये जावें। अन्य अनावश्यक दस्तावेज प्रस्तुत नहीं किए जावें।

ई-निविदा दाता के हस्ताक्षर मय मोहर

ई-निविदा दाता का नाम.....

एजेन्सी का नाम मय मोहर.....

ई-मेल आई डी.....

पता.....

फोन नम्बर.....मोबाईल नम्बर.....

उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा

Details of Bidder

e-Bid Notice No. ....dated .....

1.	Name of the Firm	
2.	Telephone No.	
3.	Mobile No. Email ID	
4.	Office Address of the Firm/Co.	
5.	Address of the Shop/Office/Godown etc.	
6.	Constitution of the Firm whether Proprietorship/Partnership/Company	
a)	<b><u>In case of Proprietorship Firm</u></b> Name, Father's Name and Residential address of the Proprietor.	
b)	<b><u>In case of Partnership Firm</u></b> Name, Father's Name and Residential address of all the Partners.	
	Note: (Enclose the Registration certificate from the Registrar of Firms or its attested copy/Photocopy of Partnership Deed (attach separate sheet if space is insufficient).)	
c)	<b><u>In case of Company</u></b>	
i)	Regd. No. of the Company	
ii)	Name and address of the Directors of the company (Attach separate sheet if space is insufficient)	
7.	<b><u>BANK DETAILS OF BIDDER</u></b> Banker's name with branch  Account type  Account number/IFS Code	
8.	GST Registration No. -----	
9.	PAN No. of the Bidder	

*A. f*

	*(to be filled by the Office)	
	Signature of the Bidder with Seal (Name _____)	
	(Designation _____)	

A handwritten signature in black ink, appearing to be the initials 'G. J.' with a stylized flourish.

राजस्थान सरकार  
उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा

खुली बोली विज्ञापित वर्ष 02/2022-23 सम्बन्धित महत्वपूर्ण शर्तें/नियम

**SECTION I : INSTRUCTIONS TO BIDDERS (ITB)**

**Important Instruction:-**The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012"[hereinafter called the Act] and the "Rajasthan Transparency in Public Procurement Rules, 2013"[hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this bidding document, the provisions of the Act and the Rules will be prevail.

1. The objective of the Bid is to provide good quality Specified Items at remunerative price of combo pack for supply at Hostels under DD SJED, BHILWARA.

**2. Sale of Bidding/ Tender Documents**

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bid(NIB) and shall be stopped as per NIB. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in through single E gras challan.

**3. Changes in the Bidding Document**

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.



#### 4. Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

#### 5. Format and Signing of Bids

- a) Bidders must submit their Bid online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded shall be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed file name as mentioned in the table below. All the bid document and required supporting documents should be signed in original with blue ink. Scanned signature on any document are not permitted
- c) A Single stage Two part/ cover system shall be followed for the Bid: -

##### **Part-I/Technical Cover (in PDF format)-**

##### **A. In the Fee Cover (in PDF format)**

- I. Scanned copy of E Gras single challan for Bid fee.
  - II. Scanned copy of BANK DD for Bid security.
  - III. Scanned copy of Bank DD for processing fees in favour of MD, RISL payable at Jaipur.

##### **B. In the Technical document cover (in PDF format)-**

Scanned copy (signed & sealed) of the Technical Bid along with all the documents mentioned in the "Eligibility Criteria/Qualification Criteria", in support of the eligibility and Annexure and supporting papers (except BoQ Sheet) for evaluation of Technical Bids.

##### **Part-II/Financial Cover (.xls format)-**

Financial Proposal Submission Sheet, i.e. **BOQ xls format**. The Bill of Quantity (BoQ) must be uploaded after entering the rate offered for COMBO PACK to SJED, BHILWARA in the uploaded BoQ as per enclosed technical specifications of Specified Commodities as per prevailing Act like FSSAI/BIS/ISO/HACCP/FPO etc. of each commodities and amendments from time to time.

**Note: - Commodity wise bifurcation/ breakup of rates as per annexure I shall be submitted by the successful bidder.**

**Note:- Bid will be liable for outright rejection if:-**

- I. Any rates are disclosed in Technical cover-A & B.
- II. Any discounts/ special offers are made in Technical cover-A & B.

The bidder shall ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

The financial Bid of only those Bidders would be opened and considered, whose Bid are found technically qualified as per terms and conditions of tender.



**6. Alternative/ Multiple Bids**

Alternative/ Multiple Bid shall not be considered at all.

**7. BID SECURITY:-**

Bid security (2% of Estimated Cost) and Bidder is bound to submit hard copy to DEPUTY DIRECTOR SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT, BHILWARA.

**8. WITHDRAWALS, SUBSTITUTION AND MODIFICATION OF BIDS:-**

No Bid will be withdrawn, substituted or modified after the last time and date fixed for receipt of Bids prescribed in [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

**9. OPENING OF BIDS:-**

- a) The Bid shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bid and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to SJED, BHILWARA).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bid to assess the prima-facie responsiveness and ensure that the:-
  - a. bid is accompanied by bidding document fee, bid security, and processing fee (if applicable);
  - b. bid is valid for the period, specified in the bidding document;
  - c. bid is unconditional and the bidder has agreed to give the required performance security; and
  - d. Other conditions, as specified in the bidding document are fulfilled.
- f) Any other information which the committee may consider appropriate No Bid shall be rejected at the time of Bid opening except the Bid not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.
- h) The Financial Bid of only technically qualified Bidders will be considered. Only the successful Bidders in technical Bid are eligible to participate in further proceedings.
- i) If the date fixed for opening of Bid happens to be Govt. holiday, the tenders filled online will be opened on the next working day at the same time specified above.

**10. Selection Method:**

Lowest financially evaluated of Combo pack (composite basis) to be procured & technically responsive bidder shall be selected for award of contract.

**11. Clarification of Bids**

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification



regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.

- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

## **12. Evaluation & Tabulation Technical Bids**

### **a) Determination of Responsiveness**

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
  - i. "deviation" is a departure from the requirements specified in the bidding document;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
  - i. if accepted, shall:-
    - 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
    - 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
  - ii. If rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

### **b) Non-material Non-conformities in Bids**

- a. The bid evaluation committee may waive any non-conformity in the Bid that does not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate,



Registration Certificate, VAT/ CST/GST clearance certificate, ISO/ CMMi Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.

- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**c) Technical Evaluation Criteria**

Bid shall be evaluation based on the documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause "Format and Signing of Bids"

**d) Tabulation of Technical Bids**

- a. If Technical Bid have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bid and sign it.
- e) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- f) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

**13. Evaluation & Tabulation of Financial Bids**

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-

- a) The financial Bid of the bidders who qualified in technical evaluation shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
- b) The process of opening of the financial Bid shall be similar to that of technical Bids.
- c) conditional Bid are liable to be rejected;
- d) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- e) The offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order.
- f) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bid and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
- g) The members of Bid evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
- h) It shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

#### **14. Correction of Arithmetic Errors in Financial Bids**

Provided that a financial bid is substantially responsive, the bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely:

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid will be disqualified and its Bid Security will be forfeited or its Bid securing declaration will be executed.

#### **15. Price/ purchase preference in evaluation**

Price and/ or purchase preference notified by the State Government (GoR), Price/purchase preference policy for MSME enterprise (as per circular on Nov. 19, 2015 and Aug. 29, 2018) & any other notification issued by GoR for price/ purchase preference and as mentioned in the bidding document shall be considered in the evaluation of Bid and award of Rate contract.

#### **16. Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the



committee may decide to reject and re-invite Bidor to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.

- g) In case the rates even after the negotiations are considered very high, fresh Bid shall be invited.

#### **17. Exclusion of Bids/ Disqualification**

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
- a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
- a. communicated to the concerned bidder in writing;
  - b. Published on the State Public Procurement Portal, if applicable.

#### **18. Lack of competition**

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
- a. the Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;
  - c. the Bid is unconditional and complete in all respects;
  - d. there are no obvious indicators of cartelization amongst bidders; and
  - e. The bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document.



- b) The bid evaluation committee shall prepare a justification note for approval of the procuring entity, clearly including views of the accounts/finance member of the committee.
- c) The procuring entity competent to decide a procurement case, as per delegation of financial powers, shall decide as to whether to sanction the single bid or re-invite Bid after recording its reasons for doing so.
- d) If a decision to re-invite the Bid is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

**19. Acceptance of the successful Bid and award of contract**

- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on Bid shall be taken within original validity period of Bid and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.



## 20. Information and publication of award

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

## 21. Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bid at any time prior to award of contract, without thereby incurring any liability to the bidders.

## 22. Right to vary quantity

- a) **If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.**
- b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract (if the original order was given after inviting open competitive Bids). Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -
  - a. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
  - b. 50% of the value of goods or services of the original contract.

## 23. Performance Security

- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- b) The amount of performance security shall be **2.5 % of the amount of supply order.**
- c) Performance security shall be furnished in demand draft only in favour of "DEPUTY DIRECTOR SJED, BHILWARA": -
- d) Performance security furnished in the form specified in clause [a.] to [b.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
  - a. When any terms and condition of the contract is breached.
  - b. When the bidder fails to make complete supply satisfactorily.
  - c. If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

## 24. Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.



- b) The successful bidder shall sign the procurement **contract within 10 days** from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

Date

Place

**Sign and Seal of the Bidder**

बोलीदाता के हस्ताक्षर

मय सील

मो.नं.

Email ID :

पूरा नाम पता

अधिकृत प्रतिनिधि/स्वयं प्रोपराईटर (जो लागू नहीं हो काट दें)



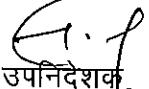
## राजस्थान लोक उपापन अधिनियम 2012 एवं नियम 2013 से संबंधित शर्तें

1. उपापन की समस्त कार्यवाही राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012, नियम 2013 एवं संशोधनों के अनुरूप की जायेगी।
2. उपापन की विषय वस्तु के लिए खुली प्रतियोगी बोली के द्वारा दर संविदा की जा रही है। जिसकी अवधि वर्ष 2022-23 के लिये होगी, किन्तु अपरिहार्य कारणों से इस अवधि को नियमानुसार बढ़ाया जा सकता है।
3. सशर्त बोलियां अस्वीकार किये जाने योग्य होगी।
4. उपापन प्रक्रिया में यदि आवश्यक हो तो नियमानुसार अपील की जा सकेगी।
5. उपापन संस्था के समस्त अधिकारी, कर्मचारी तथा उपापन प्रक्रिया में भाग लेने वाला बोलीदाता या कोई भी व्यक्ति नियमों में उल्लेखित "सत्यनिष्ठा संहिता" की पालना करेगा। सत्यनिष्ठा संहिता के किसी भी उपबंध के भंग होने की दशा में उपापन संस्था नियमानुसार समुचित कार्यवाही कर सकेगी।
6. उपापन संस्था या उसके कार्मिक और बोली लगाने वालों के मध्य नियमानुसार "हित विरोध की स्थिति उत्पन्न नहीं होनी चाहिए।
7. बोली लगाने वालों के द्वारा प्रस्तुत बोली की वैधता अवधि सामान्यतः 90 दिनों की होगी। विशेष परिस्थितियों में उपापन संस्था कालावधि में विस्तार कर सकेगी। तत्पश्चात जिन्होंने अवधि विस्तार हेतु सहमति जताई हो, उन्हीं बोलियों को मूल्यांकन हेतु स्वीकृत माना जायेगा।
8. एकल स्रोत उपापन या प्रतियोगी बातचीत द्वारा उपापन की पद्धतियों के सिवाय, जहां तक संभव हो बोली पूर्व प्रक्रम के पश्चात कोई बातचीत नहीं की जायेगी। मांगे जाने वाले समस्त स्वीकरण बोली पूर्व को अवस्था में ही मांगे जायेंगे अन्यथा बातचीत सिर्फ विशेष परिस्थितियों में ही नियमानुसार की जा सकेगी। तत्पश्चात कार्यवाही नियमानुसार की जायेगी।
9. उपापन संस्था वस्तु विशेष के उपापन से संबंधित प्रक्रिया में नियमानुसार गोपनीयता के संरक्षण के लिए शर्तें अधिरोपित कर सकेगी।
10. यदि बोली लगाने वाला इस बात से व्यथित है कि उपापन संस्था का कोई निर्णय, कार्यवाही या लोप, जो कि राजस्थान लोक उपापन में पारदर्शिता अधिनियम या उसके अधीन जारी नियमों या मार्गदर्शन के उपबंधों के उल्लंघन में है तो वह इस हेतु पदाभिहित अधिकारी को नियमानुसार अपील दायर कर सकेगा। इस हेतु नियमानुसार परिस्थितियों में समस्त कार्यवाही इस अधिनियम, नियम व मार्गदर्शन के अनुबंधों के अनुसार की जायेगी।
11. बोली दस्तावेजों में सम्मिलित सभी भागों को या दस्तावेजों को एकीकृत रूपों में समझा जावेगा।
12. अनुबंध न्यूनतम कीमत वाली या सर्वाधिक लाभप्रद बोली लगाने वाले के साथ, उपापन की विषय वस्तु की मात्रा, स्थान और समय के लिए प्रतिबद्धता के बिना की जायेगी।
13. जब कभी आवश्यक हो उपापन की विषय वस्तु की अपेक्षित मात्रा के प्रदाय के लिए संविदाधारक फर्म को संविदाकृत कीमत पर प्रदाय का स्थान, परिदान अनुसूची इत्यादि वर्णित करते हुए प्रदाय आदेश दिया जायेगा।
14. परिसमापित नुकसानी के लिए उपबन्ध नियमानुसार लागू रहेंगे।
15. कीमत गिरने का खण्ड दर संविदाओं में कीमत सुरक्षा क्रियाविधि है और यह उपबंध करता है कि यदि दर संविदा धारक, दर संविदा के चालू रहने के दौरान किसी भी समय राज्य में किसी को दर संविदा कीमत से कम कीमत पर समान माल, संकर्मों या सेवाएं देने के लिए उसकी कीमत कोट (Quote) करता है कम करता है, तो उस दर संविदा के अधीन उपापन की विषय वस्तु के समस्त परिदान के लिए दर संविदा कीमत, कीमत कम करने या कोट (Quote) करने की तारीख से स्वतः कम हो जायेगी और दर संविदा तदानुसार संशोधित की जायेगी। समानान्तर दर संविदा धारण करने वाली फर्मों को भी कम की हुई कीमत अधिसूचित करके अपनी कीमत कम करने का अवसर देते हुए पुनरीक्षित कीमत की उनकी स्वीकारोक्ति से सूचित करने के लिए 15 दिन का समय दिया जायेगा। इसी प्रकार यदि कोई समानान्तर दर संविदा धारक फर्म, दर संविदा के चालू रहने के दौरान अपनी कीमत कम करती है तो उसकी कम की गई कीमत अन्य समानान्तर दर संविदा धारक फर्म और मूल दर संविदा धारक फर्म को अपनी कीमतें तत्समय कम करने के लिए संसूचित की जायेगी। यदि कोई दर संविदा धारक फर्म, कीमत कम करने के लिए सहमत नहीं होती है तो, उनके साथ आगे और संव्यवहार नहीं किया जायेगा।
16. खुली ई-निविदा की समस्त कार्यवाही सामान्य वित्तीय एवं लेखा नियम राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 एवं राजस्थान लोक उपापन में पारदर्शिता नियम 2013 एवं समस्त संशोधनों के अनुरूप संपादित की जायेगी।
17. ई-निविदा प्रपत्र के प्रत्येक पृष्ठ पर ई-निविदा दाता के हस्ताक्षर होने हैं।
18. जिस ई-निविदा दाता की ई-निविदा स्वीकार की जावेगी उसे निर्धारित प्रारूप में लिखित अनुबंध करना होगा। अनुबंध भंग करने की दशा में ई-निविदा दाता की सुरक्षा राशि जब्त कर नियमानुसार आवश्यक कार्यवाही की जायेगी।





19. यदि परिसमापित नुकसानी (Liquidated Damages) के साथ सुपुर्दगी की अवधि में वृद्धि की गयी हो तो प्रदाय न किये गये सामानों के लिये निम्नलिखित प्रतिशत के आधार पर वसूली की जावेगी:-
- |  |               |
|--|---------------|
| (क) विहित सुपुर्दगी की एक चौथाई अवधि तक के विलम्ब के लिये            | 2.50 प्रतिशत  |
| (ख) एक चौथाई अवधि से अधिक किन्तु आधी अवधि से अनाधिक के लिये          | 5.00 प्रतिशत  |
| (ग) आधी अवधि से अधिक किन्तु तीन चौथाई अवधि से अनाधिक के लिये         | 7.50 प्रतिशत  |
| (घ) विहित सुपुर्दगी अवधि की तीन चौथाई अवधि से अधिक के विलम्ब के लिये | 10.00 प्रतिशत |
- टिप्पणी:-
- (1) प्रदाय में विलम्ब की अवधि की गणना करते समय आधे दिन से कम को छोड़ दिया जावेगा एवं दिन से अभिप्राय कलैण्डर दिन होगा ।
- (2) स्वीकार की गयी परिसमापित नुकसानी की अधिकतम राशि 10 प्रतिशत होगी ।
- (3) यदि प्रदायकर्ता किसी प्रकार की बाधा के घटित हो जाने के कारण संविदान्तर्गत प्रदाय करने को पूरा करने के लिये समय में वृद्धि करने को कहता है तो वह लिखित में उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा को आवेदन करेगा जिसने वह प्रदाय आदेश दिया था। किन्तु यह आवेदन बाधा के घटित होने पर तत्काल उसी समय दिया जाएगा न कि प्रदाय को पूर्ण करने की निर्धारित तारीख के बाद दिया जाएगा।
- (4) यदि माल के प्रदाय में विलम्ब ऐसे विघ्न के कारण हुआ हो जो बोलीदाता के नियंत्रण के परे हो तो सुपुर्दगी की अवधि में वृद्धि परिसमापित नुकसानी के साथ या उसके बिना, जैसा भी उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा द्वारा निश्चित किया जावे, कर दी जावेगी।
20. सफल बोली दाता को विहित प्ररूप में 500/- रु. के नॉन जयूडिशियल स्टाम्प पेपर पर करार निष्पादित करना होगा जिसका समस्त व्यय सफल बोलीदाता द्वारा वहन किया जावेगा ।

  
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 भीलवाड़ा

## उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा

### **General term & conditions of Bid & Contract:**

Important Instruction: The Law relating to procurement "The Rajasthan Transparency in Public procurement Act, 2012" [hereinafter called the Act] and the Rajasthan Transparency in Public Procurement Rules, 2013 "[hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal Therefore] the bidders are advised to acquaint themselves with the provision of the Act and the Rules before participating in the bidding process. If there in any discrepancy between the provision of the Act and the Rules and this bidding document] the provision of the Act and the Rules shall Prevail-

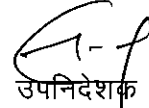
बिड की शर्तें

कम्प्यूटर, प्रिंटर व LED SMART TV क्रय करने हेतु बिड की शर्तें:-

1. बिड, जो उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा के द्वारा जारी की गई है, में वर्णित समस्त शर्तों का पालन करने के लिये हम सहमति प्रदान करते हैं तथा उक्त बिड सूचना की अन्य शर्तें जो संलग्न प्रपत्र में दी गई हैं (जिसके समस्त पृष्ठ उनमें वर्णित शर्तों को हमारे द्वारा स्वीकार किये जाने के प्रतीकरूप, हमने समस्त पृष्ठों पर हस्ताक्षर कर दिये हैं) का भी पालन करने के लिये हम सहमति प्रदान करते हैं।
2. बिड के प्रत्येक आइटम आपूर्ति किये जाने हेतु निर्माता अधिकृत डीलर सदभावी संव्यवहारी द्वारा प्रस्तुत बिड ही स्वीकार किये जायेंगे।
3. आपूर्ति की जाने वाली सभी सामग्री और/अथवा उसमें लगने वाले/लगे हुए सभी पार्ट्स और softwares सम्बन्धित ब्रांड/कम्पनी, जैसी भी स्थिति हो, Genuine and Original ही होने चाहिये।
4. कार्यादेश की दिनांक से 10 दिवस के भीतर अनिवार्य रूप से कम्प्यूटर हार्डवेयर की आपूर्ति की जानी होगी।
5. बिड के प्रत्येक आइटम की आपूर्ति संलग्न सूची में अंकित राजकीय अम्बेडकर छात्रावासों में की जायेगी तथा सभी उपकरणों को चालु कर छात्रावास अधीक्षकों से प्रमाणित करवाकर जिला कार्यालय को सूचित किया जाना सुनिश्चित करें।
6. आपूर्ति की गई सामग्री का एक वर्ष तक रखरखाव स्वयं के खर्च पर संवेदक द्वारा किया जायेगा।
7. खुली ई-निविदा दिनांक 18.01.2023 को 05:00 PM बजे तक प्राप्त की जायेंगी। विलम्ब से प्राप्त बिड पर कोई विचार नहीं किया जायेगा।
8. तकनीकी बिड दिनांक 19.01.2023 को 01:00 PM बजे उपस्थित बिडदाताओं अथवा उनके प्रतिनिधियों के समक्ष विभागीय क्रय समिति द्वारा उपनिदेशक, सामाजिक न्याय एवं अधिकारिता विभाग, भीलवाड़ा में खोली जाएगी।
9. तकनीकी बिड में सफल रहे बिडदाताओं को सूचना ईमेल/फोन से दी जाएगी।
10. बिड के प्रत्येक आइटम में न्यूनतम मूल्य, वस्तु की गुणवत्ता, स्पेयर पार्ट्स एवं सर्विस की मार्केट में उपलब्धता के आधार पर ही अधिकतम लाभप्रद बोली दाता को प्राथमिकता दी जाकर चयन किया जाएगा अतः यह स्पष्ट किया जाता है कि सिर्फ न्यूनतम मूल्य ही चयन का आधार नहीं होगा।
11. सामान्यतया बिड की समस्त मदों की कुल न्यूनतम राशि एवं गुणवत्ता/स्पेयर पार्ट्स एवं सर्विस की मार्केट में उपलब्धता, के आधार पर न्यूनतम बिडदाता का निर्धारण किया जावेगा। फिर भी विभागीय उपापन समिति न्यूनतम दर वाली संविदा को स्वीकार किए जाने हेतु बाध्य नहीं है, वह किसी भी बिड को या उसके किसी भी भाग को बिना कारण बताये रद्द कर सकेगी।
12. राजस्थान जी.एफ. एण्ड ए.आर. एवं राज. लोक उपापन में पारदर्शिता अधिनियम 2012 व नियम 2013 लागू होंगे।
13. सफल बिडदाता कार्यादेश को अथवा उसके किसी हिस्से को किसी अन्य फर्म को Sublet नहीं करेगा।
14. भुगतान की जाने वाली राशि में से की जाने वाली कटौतियां तथा आई.टी. टी.डी.एस., GST-TDS (नियमानुसार) इत्यादि काटकर ही भुगतान किया जावेगा।

15. BOQ में दरें स्पष्ट रूप से अंकित की जावे, कटिंग नहीं करें, अगर कोई कटिंग है तो पूर्ण हस्ताक्षर करके प्रमाणित करें। (As per Annexure Gद्व)
16. ई-निविदा दाता को सामान की संतोषजनक सुपुर्दगी उसकी विशिष्टियों तथा ई-निविदा प्रपत्र के अनुरूप होने की संतुष्टि एवं कम्प्यूटर सिस्टम, प्रिंटर, एवं LED SMART TV को कार्यालय के अधीनस्थ छात्रावासों में स्थापित कर चालू करने के पश्चात अधिकारी को उचित प्रारूप में बिल प्रस्तुत करने व क्रय कमेटी के अनुमोदन के उपरान्त भुगतान किया जावेगा। (As per Annexure H)
17. दरें अनुमोदित होने की दशा में सफल ई-निविदा दाता को ई-निविदा राशि का कुल 5 प्रतिशत कार्य सम्पादन प्रतिभूति राशि जमा करानी होगी। एस.एस.आई. मे पंजिकृत संस्थाओ को नियमानुसार 1 प्रतिशत कार्य संपादन प्रतिभूति जमा करानी होगी। पूर्व में जमा अमानत राशि कार्य सम्पादन प्रतिभूति राशि में समायोजित कर ली जाएगी। अनुबंध 500/-रु के स्टाम्प पर नियत समयवधि में प्रस्तुत करना होगा।
18. समस्त विधिक कार्यवाही हेतु संस्थित किया जाना आवश्यक हो तो किसी भी पक्षकार द्वारा भीलवाड़ा स्थित सक्षम न्यायालय में ही प्रवृत्त की जावेगी।
19. वित्तीय बोलियों में अंकगणीतीय एवं शब्दों की त्रुटि का निराकरण.

(Disposal of arithmetic and figures errors in financial bids) – आईटम् रेट्स अंकों एवं शब्दों में ध्यान पूर्वक दी जावें तथा कुल योग की गणना भी ध्यान पूर्वक की जावें। अंको एवं शब्दों अथवा कुल योग की गणना के अन्तर होने की स्थिति में आईटम रेट पर ईयर पर क्वाण्टिटी" (Item rate per year per quantity) अंको एवं शब्दों में लिखी गई में से जो न्यूनतम होगी उसी को अंतिम माना जायेगा।



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## Annexure A: Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- a. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process,
- b. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process,
- e. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- f. not obstruct any investigation or audit of a procurement process;
- g. disclose conflict of interest, if any; and
- h. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### Conflict of Interest:

The Bidder participating in a bidding process must not have a Conflict of Interest- A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations-

1- A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process, or
- e. the Bidder participates in more than one Bid in a bidding process- Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved- However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.



**Annexure B: Declaration by the Bidder regarding Qualifications**  
**Declaration by the Bidder**

In relation to my/our Bid submitted to ----- for procurement of ----- in response to their Notice Inviting Bids No----- Dated----- I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012- that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have mylour affairs administered by a court or a judicial officer, not have mylour business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:



Signature of bidder

Name :

Designation:

Address

## Annexure C: Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Addictonal Director Social Justice and Empowerment Department, Jaipur, Rajasthan.

The designation and address of the Second Appellate Authority is Director, SJED, Jaipur, Rajasthan.

### (1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable-

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be-
- (4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:

- a) determination of need of procurement;
- b) provisions limiting participation of Bidders in the Bid process;
- c) the decision of whether or not to enter into negotiations;
- d) cancellation of a procurement process;
- e) applicability of the provisions of confidentiality

### (5) Form of Appeal

- a) An appeal under para (1) or (3) above shall be in the anneXed Form along with as many copies as there are respondents in the appeal-
- b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee
- c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative-



(6) Fee for filing appeal

- a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable-
- b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned-

(7) Procedure for disposal of appeal

- a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing-
- b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
  - I. hear all the parties to appeal present before him; and
  - II. peruse or inspect documents, relevant records or copies thereof relating to the matter-
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost-
- d) The order passed under sub-clause (b) above shall also be placed on the State Public Procurement Portal-



## Annexure D: Additional Conditions of Contract

### (1) Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- I. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- II. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- III. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to 1/4i½ and 1/4ii½ above-

If the Bidder that submitted the lowest evaluated Bid does not accept the correction or errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

### (2) Procuring Entity's Right to Vary Quantities

- I. At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document- It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- II. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation eXcept otherwise provided in the Conditions of Contract.
- III. In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order- However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of eXpiry of last supply- If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

### (3) Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted- However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

