



राजस्थान लोक सेवा आयोग, अजमेर

बिड सूचना

क्रमांक :03

दिनांक : 24.05.2019

आयोग कार्यालय में वर्ष 2019-20 के लिये समय समय पर एकत्रित होने वाली विभिन्न प्रकार की रद्दी, जिसमें आवेदन पत्र, पुराने प्रश्न पत्र, उत्तर पुस्तिकाएं, ओ.एम.आर. शीट्स, खाली लिफाफे, समाचार पत्र-पत्रिकाएं, सामान्य पत्र, स्वीप वेस्ट, खाली कार्टन्स एवं बारदाना आदि सम्मिलित हैं, की बिक्री हेतु दर अनुबंध हेतु सीलबंद बिड आमंत्रित की जाती हैं। अन्य विवरण निम्नानुसार हैं :-

बिड संख्या	कार्य का विवरण	अनुमानित मूल्य	अमानत राशि	बिड प्रपत्र का मूल्य	बिड प्राप्ति की अंतिम तिथि	बिड खोलने की तिथि
01	विभिन्न प्रकार की रद्दी सामग्री विक्रय	9.50 लाख रूपये	19,000/- रूपये	500/-	दि. 04.06.2019 दोपहर 3.00 बजे तक	दि.04.06.2019 सायं: 4.00 बजे

बिड प्रपत्र एवं शर्तें [www. rpsc. rajasthan. gov.in](http://www.rpsc.rajasthan.gov.in) एवं [http: sppp.raj.nic.in](http://sppp.raj.nic.in) पर भी उपलब्ध है। वेबसाइट से डाउनलोड किये गए बिड प्रपत्र के बिड शुल्क का डी.डी./नकद जमा रसीद संलग्न करना आवश्यक है।

उप सचिव

एफ 3 (134)स्टोर/रद्दी विक्रय/2018-19/39

दिनांक :24.05.2019

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

- निदेशक, सूचना एवं जनसम्पर्क निदेशालय, राजस्थान जयपुर को भेजकर एक हिन्दी क्षेत्रीय दैनिक राज्य स्तरीय मुख्य दैनिक समाचार पत्र में प्रकाशित करवाने हेतु।
- नोटिस बोर्ड, राजस्थान लोक सेवा आयोग, अजमेर।

अनुभाग अधिकारी

बिड प्रपत्र क्रमांक.....
अन्तिम तिथि- 04.06.2019
(अपरान्ह 3.00 बजे तक)
मूल्य (पाँच सौ रुपये)

राजस्थान लोक सेवा आयोग, अजमेर

रद्दी विक्रय के लिए बिड प्रपत्र

- बिड प्रस्तुत करने वाली फर्म /व्यक्ति का नाम व पता _____
दूरभाष नम्बर _____
बैंक का खाता संख्या _____ ब्रांच का नाम _____
PAN No _____ IFSC कोड _____
- जिसको सम्बोधित किया गया – सचिव, रा.लो.से.आ., अजमेर
- सन्दर्भ – बिड सूचना सं. दिनांक
- बिड शुल्क की राशि 500/-नकद रसीद संख्या दिनांक डी.डी. नं. -----
दिनांक -----के द्वारा जमा करा दी गयी है।

मैं, उपरोक्त बिड सूचना संख्या ... दिनांक के अनुसार राजस्थान लोक सेवा आयोग, अजमेर से रद्दी खरीदने के लिये एतद्वारा निम्नलिखित दरें प्रस्तुत करता हूँ :-

क्र. सं	विवरण	दर प्रति क्विंटल अंकों में	दर प्रति क्विंटल शब्दों में
1.	कार्यालय के सामान्य पत्र, आवेदन पत्र, पत्रावलियां, मुद्रित प्रपत्र,हिन्दी/अंग्रेजी समाचार पत्र, पत्रिकाएं, प्रश्न पत्र, बुकलेट, ओ.एम.आर. आवेदन पत्र/उत्तर पत्रक, लिफाफे खाकी कपड़े/बिना कपड़े, स्वीप वेस्ट, टाट के टुकड़े, पुट्टे के कार्टन्स, कपड़े के टुकड़े आदि की विभिन्न प्रकार की रद्दी सामग्री।		

मेरे द्वारा उक्त बिड में प्रस्तुत दरें स्वीकृत/अनुमोदित होने पर मुझे बिड की शर्तें स्वीकार होंगी। अमानत राशि रुपये/- मैंने राजस्थान लोक सेवा आयोग, अजमेर कार्यालय में नकद/रसीद नं., डी.डी.दिनांक..... द्वारा जमा करा दी है एवं इसका विवरण सीलबंद बिड लिफाफे पर भी अंकित कर दिया गया है।

बिडदाता के हस्ताक्षर
मय पूरा पता

राजस्थान लोक सेवा आयोग, अजमेर

बिड की शर्तें (रद्दी विक्रय बाबत)

1. बिड की अवधि वर्ष 2019-20 के लिए मान्य होगी। जिसे आपसी सहमति से आगामी एक वर्ष और बढ़ाया जा सकेगा परन्तु आयोग इसे बढ़ाने के लिए बाध्य नहीं होगा। तथा बोलीदाता को प्रत्येक तीन माह में उपलब्ध रद्दी उठानी होगी।
2. बिडदाता को राशि रूपये 19,000/- बतौर अमानत राशि बिड फार्म के साथ नकद जमा कराकर रसीद लगानी होगी अथवा सचिव, राजस्थान लोक सेवा आयोग, अजमेर को देय डिमान्ड ड्राफ्ट संलग्न करना होगा इसके अभाव में बिड पर कोई विचार नहीं किया जावेगा।
3. सफल बिडदाता की दर स्वीकृति की दिनांक से दस दिवस के भीतर 500/- रूपये के नॉन ज्यूडिशियल स्टाम्प पेपर पर निर्धारित प्रपत्र में स्वयं के खर्च पर अनुबंध निष्पादित करने पर कार्यादेश दिया जायेगा। निर्धारित अवधि में अनुबंध नहीं किये जाने पर अमानत राशि जब्त की जा सकेगी।
4. सफल बिडदाता को राशि रूपये 47,500/- बतौर प्रतिभूति राशि के नकद अथवा डिमान्ड ड्राफ्ट के माध्यम से दर स्वीकृति की दिनांक से दस दिवस के अन्दर जमा कराने होंगे इसके अभाव में जमा अमानत राशि जब्त कर ली जावेगी।
5. असफल रहे बिडदाताओं की जमा अमानत राशि शीघ्र लौटा दी जावेगी।
6. भरे हुए/प्रयुक्त आवेदन पत्र एवं उत्तर पत्रकों के चार टुकड़े अनुमोदित फर्म को अपने खर्च पर कराने होंगे उसके पश्चात् ही रद्दी सामग्री आयोग कार्यालय से उठाने दी जायेगी।
7. रद्दी फाड़ने, बोरों में भरने तथा धर्म कांटे पर तोलने की व्यवस्था अपने खर्च पर सफल बिडदाता को करनी होगी। रद्दी की वजन हेतु खाली गाड़ी का वजन, सामग्री भरने के बाद के वजन में से कम करके किया जावेगा। रद्दी सामग्री कम होने पर आयोग कार्यालय में उपलब्ध तोलने की मशीन पर रद्दी तोली जा सकेगी। यह सभी कार्यवाही इस हेतु गठित कमेटी की उपस्थिति में की जावेगी रद्दी प्रतिमाह बेसिस पर सफल बिडदाता द्वारा उठाई जानी होगी।
8. आयोग आपात स्थिति में पाँच दिन पूर्व सूचना देकर रद्दी उठाने के लिए निर्देशित कर सकता है। निर्धारित समयावधि में रद्दी नहीं उठाने से रद्दी खराब होने की जिम्मेदारी सफल बिडदाता की होगी। आयोग द्वारा रद्दी खराब होने की स्थिति में किसी भी प्रकार की दरों में कटौती अथवा अन्य किसी भी विकल्प पर कोई विचार नहीं किया जाएगा। इस अवधि में रद्दी नहीं उठाने पर नियमानुसार लिक्विडेट डेमेजेज की वसूली की जावेगी।
9. रद्दी भरने के लिए बोरे स्वयं के खर्च पर पहले उपलब्ध कराने होंगे।
10. बिडदाता की उक्त बिड में सम्मिलित शर्तों के अलावा अन्य कोई भिन्न शर्त स्वीकार्य नहीं होंगी।
11. सफल बिडदाता की जिम्मेदारी है कि वह GST के अन्तर्गत RCM (Reverse charge Mechanism) के द्वारा GST का भुगतान करें। जिसका अलग से कोई भुगतान नहीं किया जावेगा। सरकार द्वारा समय-समय पर GST में संशोधन के अनुसार भुगतान की जिम्मेदारी बिड दाता की होगी।
12. निर्धारित दिनांक व समय के पश्चात् प्राप्त होने वाली बिडों पर कोई विचार नहीं किया जावेगा।
13. किसी भी बिड अथवा समस्त बिडों को बिना कारण बतायें निरस्त करने का अधिकार सचिव, राजस्थान लोक सेवा आयोग, अजमेर का होगा।
14. बिड सम्बन्धित किसी भी निर्णय के विरुद्ध प्रथम अपील सचिव राज. लोक सेवा आयोग अजमेर एवं द्वितीय अपील अध्यक्ष राज. लोक सेवा आयोग अजमेर को की जा सकेगी।
15. बिड दाता का GST के अन्तर्गत स्थाई रजिस्ट्रेशन होना चाहिए एवं नवीनतम कर चुकता प्रमाण पत्र की फोटो प्रति संलग्न करे।
16. रद्दी व अन्य जिस स्थिति में है उस स्थिति में लेना होगा। जिसका अवलोकन निविदादाता द्वारा कार्यालय समय में निविदा अपलोड करने की अंतिम दिनांक से पूर्व किया जा सकता है। तथा सशर्त निविदा स्वीकार नहीं होगी।

मैंने राजस्थान लोक सेवा आयोग, अजमेर की समस्त शर्तों का अध्ययन कर लिया है तथा मैं इनसे सहमत हूँ एवं इनका पालन करने का वचन देता हूँ।

दिनांक

हस्ताक्षर बिडदाता

मय मोहर

पूर्ण पता.....

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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 and 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.

- i. 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 my/our affairs administered by a court or a judicial officer, not have my/our 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 Redressed during Procurement Process

The designation and address of the First Appellate Authority is

The designation and address of the Second Appellate Authority is

(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 there under, 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 specified 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 authorized representative.

(6) Fee for filling 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, 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 (c) 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:

1. if there is a discrepancy between the unit price and the total 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 ;
2. 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
3. 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) and (2) above.

if the Bidder that submitted the lowest evaluated Bid does not accept the correction of 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

1. 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.
2. 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.
3. In case of procurement of good 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 Good 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 at the rates of the Bidder, whose Bid is accepted.

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement

Act, 2012

Appeal No..... of

Before the(First/ Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the respondent(s):

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Applicant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....
.....
.....
.....(Supported by an

affidavit)

7. Prayer:

.....
.....
.....

Place

Date

Appellant's signature