



राजस्थान लोक सेवा आयोग, अजमेर

बिड सूचना

क्रमांक : 17

दिनांक : 19.01.2021

आयोग कार्यालय के लिए फोटोस्टेट मशीन क्रय की जानी है जिसके लिए दर हेतु सीलबंद बिड आमंत्रित की जाती हैं। अन्य विवरण निम्नानुसार हैं:-

क्रमांक	सामग्री का विवरण	अनुमानित व्यय (लाख रूपये में)	अमानत राशि	बिड प्रपत्र का मूल्य	बिड प्राप्ति की अंतिम तिथि	बिड खोलने की तिथि
1.	PhotoStat Machine, 55 PPM Print/Scan/Copy.A3 Size Duplex/Network Ready/2x500/2x1500 Sheet Cassette/U-Send Enabled/Single Pass Duplex Document Feeder/Wifi/3GB Ram/250GB HDD	5.00	वित्त विभाग की अधिसूचना दिनांक 18.12.2020 के अनुसार बिड प्रतिभूति घोषणा पत्र प्रस्तुत करना है।	500/-	दिनांक 27.01.21	दिनांक 27.01.21

बिड प्रपत्र एवं शर्तें <http://rpssc.rajasthan.gov.in> एवं <http://sppp.raj.nic.in> पर भी उपलब्ध है। वेबसाइट से डाउनलोड किये गए बिड प्रपत्र के बिड शुल्क ई ग्रास चालान के माध्यम से जमा कराकर चालान की प्रति संलग्न करना आवश्यक है।

निविदा शुल्क : 500/- वित्त विभाग के परिपत्र क्रमांक प-6(5) वित्त/सा.वि.ले.नि./2018 जयपुर दिनांक 27.04.2020 में वर्णित अनुसार ई-ग्रास सिस्टम के माध्यम से बजट मद 0075-800-52-01 में जमा कराकर चालान की प्रति संलग्न करावें।

उप सचिव



राजस्थान लोक सेवा आयोग, अजमेर

बिड प्रपत्र क्रमांक _____

अंतिम तिथि **27.01.2021**

(सांय 3.00 बजे तक)

मूल्य (पाँच सौ रूपये)

फोटो स्टेट मशीन के लिए बिड प्रपत्र

1. बिड प्रस्तुत करने वाली फर्म/व्यक्ति का नाम, पता व दूरभाष नम्बर _____
बैंक का खाता
संख्या _____ ब्रांच का नाम _____ PAN
No _____ IFSC कोड _____

2. जिसको सम्बोधित किया गया – सचिव, राजस्थान लोक सेवा आयोग, अजमेर

- सन्दर्भ : बिड सूचना सं. ----- दिनांक -----
- बिड प्रपत्र शुल्क की राशि 500/- चालान संख्या _____ दिनांक _____ के द्वारा जमा करा दी गयी है।
- बिड प्रतिभूति राशि के संबंध में निविदादाता को वित्त विभाग के नोटिफिकेशन दिनांक 18.12.2020 के अनुसार बिड प्रतिभूति घोषणापत्र देना होगा (घोषणापत्र का प्रारूप संलग्न है)।

मैं, उपरोक्त बिड सूचना संख्या 17 दिनांक 19.01.2021 के अनुसार निम्नलिखित दरें प्रस्तुत करता हूँ :-

क्रमांक	सामग्री का विवरण	मात्रा	दर समस्त कर सहित (अंको में)	दर समस्त कर सहित (शब्दों में)
1.	PhotoStat Machine, 55 PPM Print/Scan/Copy.A3 Size Duplex/Network Ready/2x500/2x1500 Sheet Cassette/U-Send Enabled/Single Pass Duplex Document Feeder/Wifi/3GB Ram/250GB HDD	1		

मेरे द्वारा उक्त बिड में प्रस्तुत दरें स्वीकृत/अनुमोदित होने पर मुझे बिड की शर्तें स्वीकार होंगी। अमानत राशि घोषणापत्र मेरे द्वारा निविदा के साथ संलग्न कर दिया गया है।

बिडदाता के हस्ताक्षर

मय पूरा पता



राजस्थान लोक सेवा आयोग, अजमेर

बिड की शर्तें

(फोटो स्टेट मशीन के लिए बिड बाबत)

अनिवार्य शर्तें

1. बिड दाता का PAN नं. अनिवार्य है जिसकी प्रति संलग्न की जानी है।
2. बिड दाता का GST के अन्तर्गत स्थाई रजिस्ट्रेशन होना चाहिए जिसकी फोटो प्रति संलग्न करावें।
3. निविदा शुल्क : 500/- वित्त विभाग के परिपत्र क्रमांक प-6(5) वित्त/सा.वि.ले.नि./2018 जयपुर दिनांक 27.04.2020 में वर्णित अनुसार ई-ग्रास सिस्टम के माध्यम से बजट मद 0075-800-52-01 में जमा कराकर चालान की प्रति संलग्न करावें।
4. बिड प्रतिभूति घोषणापत्र संलग्न किया जाना है।(संलग्न प्रारूप)

अन्य शर्तें

1. सफल बिडदाता को दर स्वीकृति की दिनांक से दस दिवस के भीतर 500/- रुपये के नॉन ज्यूडिशियल स्टाम्प पेपर पर निर्धारित प्रपत्र में स्वयं के खर्च पर अनुबंध निष्पादित करने पर कार्यादेश दिया जायेगा। जिसकी एक प्रति (स्टाम्प शुदा) इस कार्यालय को उपलब्ध करानी होगी।
2. सफल बिडदाता को बिड मूल्य की 2.5% राशि बतौर कार्य सम्पादन प्रतिभूति राशि चालान/FDR /NSC माध्यम से दर स्वीकृति की दिनांक से दस दिवस के अन्दर जमा कराने होंगे।
3. बिडदाता की उक्त बिड में सम्मिलित शर्तों के अलावा अन्य कोई भिन्न शर्त स्वीकार्य नहीं होंगी।
4. सफल बिडदाता की जिम्मेदारी है कि वह 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।
5. निर्धारित दिनांक व समय के पश्चात् प्राप्त होने वाली बिडों पर कोई विचार नहीं किया जावेगा।
6. किसी भी बिड अथवा समस्त बिडों को बिना कारण बतायें निरस्त करने का अधिकार सचिव, राजस्थान लोक सेवा आयोग, अजमेर का होगा।
7. 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।
8. सशर्त निविदा स्वीकार नहीं होगी।
9. सभी ANNEXURE, हस्ताक्षर व मोहर सहित अनिवार्य रूप से निविदा के साथ संलग्न करने है।

मैंने राजस्थान लोक सेवा आयोग, अजमेर की समस्त निविदा की 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 _____

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. 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 abiding 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.

Signature of Bidder

Annexure-B
Declaration by the Bidder regarding Qualification Declaration

In relation to my/our Bid submitted to _____ for procurement 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 Bidding Document, which materially affects fair competition.

Date:

Signature of Bidder

Place:

Name:

Designation:

Address:

Annexure-C

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority: The **Secretary, RPSC, Ajmer.**

The designation and address of the Second Appellate Authority: The **Chairman, RPSC, Ajmer.**

Filing an appeal:

1. 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 or the Guidelines issued thereunder, he may file an appeal to 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 endeavor 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 of the Procuring Entity is aggrieved by the order passed by the Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be.
4. **Appeal not to lien 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 Appellate Authority, as the case may be, in person or through registered post or authorized representative
6. **Fee for Filing Appeal:**
 - a. Fee for filling appeal shall be rupees two thousand five hundred, which shall be non refundable.
 - b. The fee shall be paid in the form of bank demand draft of 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 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 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 there of relating to the matter.
 - c. After hearing the parties, perusal or inspection of documents and relevant records or copies there of 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.

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 arithmetic errors.- Provided that Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial 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 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.
 - 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 (a) and (b) 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:-
 - d. At the time of award of contract, the quantity of Goods, works or service 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.
 - e. 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.
 - f. 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 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:-

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, then in such cases, the quantity may be divided between the Bidders, 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.

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No _____ of _____

Before _____ (Appellate Authority)

1. Particulars of appellant:
 - i. Name and father's name of the appellant: _____
 - ii. Official address : _____
 - iii. Residential address : _____
2. Name and address of the respondent(s)
 - a. CO _____
 - b. _____
 - c. _____
3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order, or a statement of a 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 Appellant proposes to be represented by _____
a representative the name and postal address _____
of the representative _____
5. Number of affidavits and documents enclose with the appeal
6. Grounds of appeal:-

(Supported by an affidavit)

7. Prayer

Place:

Date:

Form of Bid-Securing Declaration

Date:
Bid No:
Alternate 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;
- i. the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- ii. thirty days after the expiration of our Bid.
- iii. the cancellation of the procurement process; or .
- iv. 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.]