

RAJASTHAN HIGH COURT BENCH, JAIPUR

RHCB/STORE/2015/ 114

Date- 6-7-15

Bid Notice

Sealed tenders are invited for the supply of stationary, computer, and other misc items, printing work, repairing work of Godrej furniture, annual maintenance work of photo-stat machines, inverter-batteries and stitching of vardies from the manufactures/authorized distributors/dealers, for the Rajasthan High Court Bench, Jaipur. Rates shall be valid for one year from the date of approval.

<i>S. No.</i>	<i>Group</i>	<i>Name of Items</i>	<i>Approx. Cost Rs. In lack</i>	<i>Earnest Money In lack</i>
1	A	Stationary Items	10.25	20500
2	B	Paper Reams	5	10000
3	C	Computer Items	21.5	43000
4	D	Misc. Items	5.5	11000
5	E	Repairing work of furniture Items	2	4000
6	F	Annual Maintenance Work of Photo-Stat machine, Inverter- Batteries and dry-cleaning work	4.25	8500
7	G	Stitching work of Vardies	1	2000

Bid forms, with terms & conditions, can be obtained from Cash Section of this office, on payment of Rs. 400/-. Detailed information regarding Bid is also be available on High Court Website- <http://hcraj.nic.in> and SPP Portal of finance department. A demand Draft / Banker Cheque of Rs. 400/- in favor of Registrar (Admn.) Rajasthan High Court Jaipur, should be enclosed for tender document fees downloaded by above mentioned website.

Bids in a sealed envelop marked conspicuously "Bid for Stationary / Computer / Misc. Items". Etc. or marked Group wise, should reach on or before 27.07.2015 by 3.00P.M. The Bids will be opened on 28.07.2015 at 11.00 A.M., before Purchase Committee, in presence of interested bidders or their authorized representatives.


Registrar (Administration)

Tender form for:- Stationery, Computer, Paper ream Misc. items,
 Printing work, AMC work, Repairing work, Vardies stitching work etc.
 Due date :
 Tender form fee: 400/-

RAJASTHAN HIGH COURT BENCH, JAIPUR

BID - FORM

1 Tender for (Mention name of item / items).....

2.Name and postal address of the firm submitting tender

.....

3.Address to Registrar (Administration)
 Rajasthan High Court Bench, Jaipur

4.Reference

5 The tender fee amounting to Rs. 400/- has been deposited vide cash receipt No and dateOr Bankers Chague no..... dated..... is enclosed.

6.We agree to abide by all the conditions mentioned in Bid Notice No. RHCb/STORE/2015/Dated and also the further condition of the said Bid Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the term mentioned therein).

7.The rates for the supply of items and the quantity to be supplied noted against each are as under :-

Group "A"		(Estimated Cost Rs.10.25 Lack)	
Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
1	All pin pkt 70gm.	1000	
(i)	Kores Co.		
(ii)	Bell Co.		
(iii)	Zebra Co.		
(iv)	Other brand (attach sample)		
2	All Pin Pkt. 70 Gram T shape	500	
(i)	Globe Co.		
(ii)	Zebra Co.		
(iii)	Kores Co.		
(iv)	Equivalent Other brand (attach sample)		
3	Address Sticker A4ST 16 100S (99.1x33.9)mm	100 sheets	
4	All Pin / Clip Dispenser	150	
(i)	(Best)		
(ii)	(Omega)		
(iii)	Equivalent Other Brand (attach sample)		
5(i)	APAR Form Pad per 100 page (for gazetted)	5 pad	
5(ii)	APAR Form Pad per 100 page (for non gazetted)	10 pad	
6	Abri (Marble) (attach sample)	5 dasta	
7	Basta yellow Without Cluf 90x90 CM (attach sample)	4000	
8	Binder Clips	10 Dozen	
(i)	Small(Orbit) 12pcs 19mm		
(ii)	medium (Orbit) 12pcs		
(iii)	big (Orbit) 12pcs		
9	Brown Tape 35mtr. 2" 35mtr.	2500 piece	
(i)	Kores Co.		
(ii)	Wonder Co.		
(iii)	Scotch Co.		
(iv)	Equivalent other brand(attach sample)		
10	Bloating Paper 22x28 inch (per sheet) (attach sample)	50 sheet	
11	Book stickers oval shape (attach sample)	500 sheet	
12	BORAR	250	
(i)	National Bodkins Square Wooden Handle Eyed Pin (attach sample)		
(ii)	National Bodkins Square Wooden Handle without Eyed Pin (attach sample)		
(iii)	KOHINOOR Bodkins Square Wooden Handle Eyed Pin (attach sample)		
(iv)	KOHINOOR Bodkins Square Wooden Handle without Eyed Pin (attach sample)		
13	Bond Paper Bilt (Royal Executive)100 page 100 Gsm A-4 size (attach sample)	500 page	
14	Cello Tape 1" 35 meter	150	
(i)	Kores Co.		
(ii)	Wonder Co.		
(iii)	Scotch Co.		
(iv)	Equivalent Other brand (attach sample)		

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
15	Cello Tape ½" 35 meter	500	
(i)	Kores Co.		
(ii)	Wonder Co.		
(iii)	Scotch Co.		
(iv)	Equivalent Other brand (attach sample)		
16	Card sheet 180gsm per sheet 22x28 inch (yellow & pink) (attach sample)	50	
17	Carbon paper Pkt.100 sheet (210x330mm) Kores sapphire	10 pkt	
(i)	Blue		
(ii)	Black		
18	Calculator MJ 120 D (Casio) (attach sample)	10	
19(i)	Clip file F/s size (plastic) (attach sample)	50	
(ii)	Clip file A-4 size (plastic) (attach sample)	50	
20	Conference pad 40 page (Neel gagan)	500	
21	Dustbin Veto - Plast - G no.-33 (attach sample)	200	
22	Duster (70x50 Cm) As per sample (attach sample)	1500	
23	Dumper (Pony) (attach sample)	200	
24(i)	Envelops 9x4 Printed brown Star Craft 100GSm (As per sample available in Store Section)	10000	
(ii)	Envelops 11x5 Printed brown Star craft 100 GSm (As per sample available in Store Section)	30000	
(iii)	Envelops 18x12 Printed brown Star craft 100 Gsm (As per sample available in Store Section)	10000	
(iv)	Envelops 9"x12" (inside Sadi cloth) (attach sample)	500	
(v)	Envelops 12"x18" (inside Sadi cloth) (attach sample)	500	
(vi)	Envelops (White) (9x4) 100 gsm	1000	
(vii)	Envelops (White) 11x5 100 gsm	1000	
25	Entry Pass With printing (per thousand)as per sample available in store section	35000	
26	Eraser	300	
(i)	Natraj		
(ii)	Apsara		
(iii)	Kores		
(iv)	Equivalent other brand (attach sample)		
27	Eraz-ex Correction Fluid (Kores) 15ml.	200	
28	Fax Roll (Mitsubishi) 210mm x 30mtrs.	500	
29	File Tag (as per sample available in store) per 100 (attach sample)	1000	
30	File cover For civil, Crl, Writ and office use 80 Kg. on handmade paper (As per sample available in Store Section) without Ribit and hole. (attach sample)	15000	
31	FVC Bill Pad per 100 page	25 pad	
32	File Pad (as per sample available in Store) (attach sample)	2000	
33	File Flaps (as per sample available in Store) (attach sample)	6000	
34(i)	File Kobra (attach sample)	50	
(ii)	File Box per piece (attach sample)	50	
(iii)	File Ring F/ S size (plastic) (attach sample)	25	
(iv)	File Index (attach sample)	25	
35(i)	File folder with pocket (plastic) F/s (attach sample)	2000	
(ii)	File folder without pocket (plastic) F/s (attach sample)	2000	
(iii)	File folder with clip (Plastic) F/s (attach sample)	250	
(iv)	File Button plastic folder f/s (infinity co.) (attach sample)	250	
(v)	File Pad for records (As per sample available in Store) (attach sample)	500	
36	Grip Binder Fix - wel 100pcs Bright quality	50	
37	Glue Stick 15 Gram (Kores) green	500	
38	Gum bottle 150 ML (Ashoka Co.)	100	
(i)	Ashoka co.		
(ii)	Camel co.		
(iii)	Equivalent Other Brand (attach sample)		
39	Highlighter Faber-Castle	100	
40	Library Book Cards as per sample per thousand	5000	
41	Lesses Big size green 924 No. Green As per sample available in store section (attach sample)	1500 pkt	
42(i)	Lock Big Size (70MM)with three keys Jainson	50	
(ii)	Lock Small Size (50 MM) with three keys Jainson	50	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
43	Marker Pen Permanent Refillable	250	
(i)	Kores		
(ii)	Reynold		
(iii)	Equivalent Other brand (attach sample)		
44	Marker Pen CD-DVD (Camlin)	50	
45	Marker Pen Ink	100	
(i)	(ARTLINE Co.)		
(ii)	(Reynold Co.)		
(iii)	Equivalent Other brand (attach sample)		
46(i)	Note book Matrix 21x29.7cm A4 Size 70 GSM 100 page ruled	1000	
(ii)	Note book Matrix 17.6x25 cm B5 Size 70 GSM 100 page ruled	1000	
(iii)	Note-Book Short Hand as per sample (attach sample)	1500	
47	Order sheet (60gsm) (as per sample available in store) per thousand	50000	
48	Plastic film index Flag (attach sample)	100	
49(i)	Post it flag Three color 25x76mm De'smat	1000	
(ii)	Post it Flag Big Size 3"x5" De'smat	100	
50	Pen Pot (Plastic made) (attach sample)	10	
51	Pocket Diary bilt Matrix (Spiral)	50	
52(i)	Pen stand 2 pen holder with paper roll (Boss Co.) (attach sample)	10	
(ii)	Pen stand 4 pen holder with paper roll (Boss Co.) (attach sample)	5	
53	Pen (Erase) Correction 7ml	50	
(i)	(Reynold)		
(ii)	(Kores)		
(iii)	Equivalent other brand (attach sample)		
54	pen Sketch	50	
(i)	(Luxor)		
(ii)	(Faber-Castle)		
(iii)	Equivalent other brand (attach sample)		
55	Pen		
(i)	Cello Butter flow	30	
(ii)	Cello Pointech gel	1000	
(iii)	Cello Fine Grip	50	
(iv)	Pilot V-5 (grip)	20	
(v)	Pilot V7 Grip	100	
(vi)	Pilot V-10(grip)	20	
(vii)	Add roll diamond	20	
(viii)	Add Gel Achiever	500	
(ix)	(Holder Pen) Gem	50	
(x)	Reynold 0.45	500	
(xi)	Reynold Trimex	250	
(xii)	Cello I-Zone-Gel	50	
(xiii)	Reynold Liquiflo	50	
(ivx)	Cello Dakuflow	50	
(xv)	Cello Gel Ink Roller Pen	50	
56	Paper Cutter Handy small (Natraj)	100	
57	Pass-Book		
(i)	(State Insurance)	50	
(ii)	(G P F)	50	
58	Pencil	250 pkt	
(i)	Apsara HB Drawing		
(ii)	Natraj HB Drawing		
(iii)	(Faber Castle) Super Dark		
(iv)	(Camlin) HB		
(v)	Apsara Platinum		
(vi)	Kores carbon		
(vii)	(Red/Blue/Green) Natraj	50 pkt	
59	Punching Machine	50	
(i)	Small Kangaroo DP280		
(ii)	Big DP500 Kangaroo		
(iii)	DP-550 Kangaroo		
(iv)	No. DP 700		
60	Paper weight Superior / crystal make	50	
61	RIZO INK Z type Black 1000ml. S-4251	10	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
62	Refill		
(i)	Reynold Trimex	200	
(ii)	Reynold 0.45	300	
(iii)	Add Gel Achiever	600	
(iv)	Cello Pointech gel pen	600	
(v)	Cello Butter flow	50	
(vi)	Cello Fine Grip	50	
(vii)	Jotter (GEM Co.)	125	
(viii)	Cello i-zone-gel	100	
(ix)	Gel Ink Roller Pen	50	
(x)	Cello Dakuflow	50	
63	Register		
(i)	Register Ruled 200 pages (attach sample)	500	
(ii)	Register Pay posting (attach sample)	10	
(iii)	Register Bill Transit (attach sample)	5	
(iv)	Register Medical (Big) 200 Page (attach sample)	10	
(v)	Register Dispatch No.8 (attach sample)	25	
(vi)	Register Receipt No.8 (attach sample)	25	
(vii)	Register (Excel) long note book Neel gagan 19cm x 30.5cm 240page	20	
(viii)	Register TA Bill (attach sample)	5	
(ix)	Register Casual Leave (c.l.) (attach sample)	20	
(x)	Register Attendance (attach sample)	20	
(xi)	Register Log Book (small) (attach sample)	20	
(xii)	Register Log Book (big) (attach sample)	20	
64	Red diary 100 page (as per sample available in store)	20	
65	Scale One Feet	50	
(i)	Natraj (Steel)		
(ii)	Write-On (Steel)		
(iii)	Kores (Steel)		
(iv)	Equivalent other brand (Steel) (attach sample)		
(v)	Kores (Plastic)	25	
(vi)	Natraj (Plastic)		
(vii)	(Plastic) Equivalent other brand		
66	Staple Pin Remover Kangaroo SR-500	10	
67	Staples pin	200	
(i)	kangaroo 23/17 - H 17mm		
(ii)	kangaroo 23/20 - H 20mm		
(iii)	Kangaroo Small no.10		
(iv)	Kangaroo Big 24/6-1M		
68(i)	Sarbarak, Index (As per sample available in store) 70gsm per thousand	50000	
(ii)	order sheet (As per sample available in Store Section) (60gsm)per thousand		
69(i)	Slip Book Small (as per sample available in Store)70 sheet (attach sample)	500	
(ii)	Slip Book Big (as per sample available in Store)(attach sample)	200	
70	Stapler Kangaroo		
(i)	HP- 45	25	
(ii)	HD- 45	25	
(iii)	no. 10	25	
71	Stamp Pad Ink 30ml. Ashoka	200	
72	Stamp Pad Ashoka		
(i)	Medium size	150	
(ii)	Big size	150	
73	Salary Bill Outer (Pad of 100)	25	
74	Scissor (for cutting of paper use) Kangaroo model 3160	10	
75	TA Bill Pad(100in Pad)	40	
76	Tape Dispenser (attach sample)	35	
77	Sharpener	50	
(i)	Natraj		
(ii)	Koras		
(iii)	Apsara		
(iv)	Equivalent other brand (attach sample)		
78	U-Pin Clips Coated (per pkt)	50	
(i)	Globe Co.		
(ii)	Gem Co.		

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
(iii)	Equivalent other brand (attach sample)		
Group – B		(Estimated Cost Rs. 5.00 Lack)	
1	Judgment Paper Ream Green 80gsm	1000	
(i)	J.K. Green		
(ii)	TNPL		
(iii)	Green Sirpur		
(iv)	Equivalent other brand (attach sample)		
2	Photo-Stat Ream F/s 75gsm	1000	
(i)	J.K. Green		
(ii)	Xerox Trust		
(iii)	TNPL		
(iv)	Equivalent other brand (attach sample)		
3	Photo Stat Ream A-4 75gsm	500	
(i)	TNPL		
(ii)	J.K. Green		
(iii)	Xerox Trust		
(iv)	Equivalent other brand (attach sample)		
Group – C		(Estimated Cost Rs.21.50 Lack)	
1	Anti virus Quick heal for three years (Total Security)		
(i)	One user	10	
(ii)	Five user	5	
(iii)	Ten user	5	
2	Bag for Laptop's (Carry Bag)	10	
(i)	(HP) (attach sample)		
(ii)	(Other brand) (attach sample)		
3	Broadband Modems Wi-Fi or more Ports Single Antina	15	
(i)	(Air-Pro)		
(ii)	(D link)		
4	Broadband Modems Wi-Fi or more Ports Double Antina	30	
(i)	(Air prol)		
(ii)	(D Link)		
5	Computer cover Set (dust cover) (attach sample)	100	
(i)	Full size		
(ii)	Slim size		
6(i)	Connector IDE to SATA DVD writers	15	
(ii)	Connector SATA to IDE DVD Writers	15	
7	CD R with Cover	100	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	other brand		
8	CD RW with Cover	100	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	other brand		
9	DVDR with Cover 16x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Equivalent other brand		
10	DVDR with Cover 18x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Equivalent other brand		
11	DVDR with Cover 20x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Equivalent other brand		
12(i)	DVD RW Drive - IDE (samsung)	25	
(ii)	DVD RW Drive - Sata (samsung)	25	
13	DVD RW with Cover 16x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Other brand		
14	DVD RW with Cover 18x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Equivalent Othe brand		

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
15	DVD RW with Cover 20x	50	
(i)	SONY		
(ii)	MOZERBEAR		
(iii)	Equivalent Other brand		
16	Computer's CPU fan on motherboard (branded)	15	
17	CMOS Battery Cell (attach sample)	30	
18	Cleaner IP (for cleaning the RAM, Motherboard etc.) one liter	5	
19	Cable of Modem to Phone (for Broadband Connections) D Link Standard Size (attach sample)	20	
20	Connector of Modem to Phone (three Ports)ADSL Splitters (attach sample)	20	
21(i)	Cartridge for Deskjet Printer HP 948C Cartridge No.15 (Black)	30	
(ii)	Cartridge for Deskjet Printer HP 948C Cartridge No.78 (Color)	30	
(iii)	Cartridge for Deskjet Printer HP 4268 Cartridge No.860 (Black)	25	
(iv)	Cartridge for Deskjet Printer HP 4268 Cartridge No.861 (Color)	25	
22	Head - Phone, Mic & Mic & Speaker along with Connector (1 Bal)	20	
23	IDE HDD 320 GB	5	
(i)	Sigate		
(ii)	WD		
24	HDD 1 TB SATA	5	
(i)	WD		
(ii)	Sigate		
25	HDD 2 TB SATA	5	
(i)	WD		
(ii)	Sigate		
26	KBDS-USB & PS2 Logitech	5	
27	Key Board USB	20	
(i)	logitech		
(ii)	TVS		
(iii)	i bal		
(iv)	Equivalent other brand		
28(i)	LAN Cables 3metrs (attach sample)	50	
(ii)	LAN Cables 5metrs (attach sample)	500	
29	Mouse PS2	10	
(i)	(H.P.)		
(ii)	TVS		
(iii)	logitech		
(iv)	I-boll		
(v)	Equivalent Other brand		
30	Mouse USB	20	
(i)	(H.P.)		
(ii)	TVS		
(iii)	logitech		
(iv)	I-boll		
(v)	Equivalent Other brand		
31	Pen Drive 8 GB	30	
(i)	(Sony)		
(ii)	(H.P.)		
(iii)	(Kingston)		
(iv)	Equivalent Other brand		
32	Pen Drive 16 GB	5	
(i)	(H.P.)		
(ii)	(Sony)		
(iii)	(Kingston)		
(iv)	Equivalent Other brand		
33	Pen Drive 32 GB	5	
(i)	(H.P.)		
(ii)	(Sony)		
(iii)	(Kingston)		
(iv)	Equivalent Other brand		
34(i)	Power Adapter Old of IBM Laptops / Local (attach sample)	5	
(ii)	Power Adapter of Broadband Modems (attach sample)	10	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
35(i)	Power Cable of HP DESKJET Printers 948 C	10	
(ii)	Power Cable / Adapter of HP Desk jet Printers 4268	5	
36(i)	Printer Toner-HP – Laser jet 1020(12A)	30	
(ii)	Printer Toner-HP – Laser jet 1505(36A)	10	
(iii)	Printer Toner-HP – Laser jet P1005(35A)	25	
(iv)	Printer Toner-HP – Laser jet 1008(88A)	200	
37	RAMs for Computers DDR-2 (attach sample)		
(i)	1GB	5	
(ii)	2GB	5	
38	RAMs for laptops DDR-3 (attach sample)		
(i)	2G	5	
(ii)	4GB	5	
39	Switches(D Link)		
(i)	8 Ports	5	
(ii)	16 Ports	5	
(iii)	20 Ports	5	
40(i)	SMPS Zebronic	5	
(ii)	SMPS TFX (i bal)	10	
(iii)	SMPS ATX (i bal)	20	
41(i)	Screen Cover Laptop 14" and 16" (attach sample)	30	
(ii)	Screen Cover Computer 18.5" (attach sample)	200	
42	Screw driver set Tapariya 6piece For (laptop and desktop)	5	
43(i)	Toner Cartridge refilling 88A,35A,36A,12A, ML2250 (Drum,PCR, Blade & Magnet will have to be changed at every time of refiling)	1500	
(ii)	Toner refilling of fax machine Brother (mfc)-7360	25	
44	USB DVD Writer Drives External (slim)	5	
(i)	HP		
(ii)	Sigat		
45	DVD writer Drives for old computer and slim computer	20	
46	USB Portable Hard Disc-1 TB with casing	10	
(i)	WD		
(ii)	Sigate		
47	USB Portable Hard Disc- 2 TB with casing	10	
(i)	Sigate		
(ii)	WD		
48	USB Cable Printer	50	
49	UPS (Numeric and ors.) Micro tech	50	
50	Wireless Mouse	50	
(i)	HP		
(ii)	logitech		
(iii)	Equivalent Other brand		
51	Wireless Keyboard	20	
(i)	M kit		
(ii)	logitech		
(iii)	Equivalent Other brand		
Group - D		(Estimated Cost Rs. 5.50 Lack)	
1(i)	Agarbatti kachua	25	
(ii)	Agarbatti Denim (110gm)	200	
2	Brush Toilet cleaner Polo single (attach sample)	10	
3	Basket Big size with Lid	15	
(i)	CELLO		
(ii)	MILTON		
(iii)	Equivalent Other Brand		
4	Basket Big size without Lid	10	
(i)	CELLO		
(ii)	Milton		
(iii)	Equivalent Other brand		
5(i)	Briefcase Samsonite (focus ultra 11cm)	5	
(ii)	Briefcase Samsonite (focus ultra 14cm)	5	
6(i)	Bed sheet Single bed (White) with one pillow cover Bombay Dying	10	
(ii)	Bed sheet Double bed (White) with two pillow cover Bombay Dying	10	
7	Bag Canvas Big size for placing the file purpose (Size as per sample) (attach sample)	15	
8	Bell (attach sample)	10	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
(i)	Bell (electric)		
(ii)	Ding Dong		
(iii)	Trin Trin		
(iv)	BazZer		
9	Bell Cordless (Beetal Cona)	20	
10	Comb Brite Gold Seal 6.75"	30	
11	Colein pump 500ml	5	
12	CFL 11 Wt.	20	
(i)	(Phillips Co.)		
(ii)	(Bajaj Co.)		
(iii)	(Havel's Co.)		
13	CFL 14 Wt	20	
(I)	(Bajaj Co.)		
(II)	(Havel's Co.)		
(III)	Phillips		
14	CFL 15 Wt	20	
(i)	(Havel's Co.)		
(ii)	(Bajaj Co.)		
(iii)	Phillips		
15	FPL 36 Watt 4pin	20	
16	Cup plate set Bharat co. Bone china Golden Line (Six cup+six plates) (attach sample)	25	
17	Cooler Pad Full Size (attach sample)	5	
18	Dettol antiseptic 500 ml.	35	
19	Domex Phenyl 500ml.	10	
20	Ezee liquid Godrej 200gm	5	
21(i)	Fevicol SH Synthetic Resin Adhesive 5kg	5	
(ii)	Fevicole SH Synthetic Resin Adhesive 1kg	5	
(iii)	Fevicol for Furniture purpose 1kg	5	
22	Finit 5ltr (attach sample)	10	
23	Foil Aluminum (attach sample)		
(i)	9mtr.x 30cm. Size	15	
(ii)	72mtr. Size	10	
24	Fridge Bottle	10	
(i)	Pearl Pet		
(ii)	Milton		
(iii)	Cello		
(iv)	Equivalent Other brand		
25	Flashmatic 50gm Harpic	200	
26(i)	Good night machine	25	
(ii)	All out Machine	25	
(iii)	All out Riffle 45 days	100	
(iv)	Good night Riffle 45 days	100	
27(i)	Glass water 300ml. (yera)	500	
(ii)	Glass Table 3' x 2'	10	
(iii)	Glass Table 1.5' x 2'	15	
28	Hair Oil Bajaj amond drop pouch	50	
29	Hanger cote (Betel) 12pcs (attach sample)	5 dozen	
30	Hit spray 425ml black	15	
31	Harpic 500ml.	15	
32(i)	Jadu (broom) Phool 300gm (attach sample)	150	
(ii)	Jadu (broom) Panni without mekh (attach sample)	100	
(iii)	Jadu (broom) Panni with mekh (attach sample)	100	
33(i)	Jhuna Iron Scotch bright	25	
(ii)	Jhuna Plastic (attach sample)	20	
(iii)	Jhuna scotch bright (plain)	20	
34	Lizole Cleaner 500ml	10	
35	Liquid Hand wash 225ml	200	
(i)	(Fem)		
(ii)	(Dettol)		
(iii)	Equivalent Other brand		
36	Lock big size 70mm Jainson	50	
37	Lock small size 50mm Jainson	50	
38	Mombatti (Candle) 200gm (attach sample)	15	
39	Mombatti (Candle) 500gm (attach sample)	15	
40	Napkin Bombay Dying Tulip	100	
41	Odonil 50gm	200	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
42	Oil Heater OR-12 BD Oil Radiator 12 Fin Black & Dacker	5	
43	Phenyl Lamb brand 5 ltr.	5	
44(i)	Paper napkin pkt. White 50pcs 2Ply (mistique co.) (attach sample)	50	
(ii)	Paper napkin pkt. Colored (attach sample)	50	
45	Pitambari pkt.100gm	5	
46(i)	Pencil Cell AA (Panasonic gold plus Co.)	250	
(ii)	Pencil Cell AAA (Panasonic Gold plus)	100	
47	PLS – 9 Watt (Phillips)	25	
48	PLS-11Wt. Two pin	150	
(ii)	(Phillips Co.)		
(iii)	(Bajaj/ Co.)		
(iv)	(Havel's Co.)		
49(i)	PLL 4Pin 36Watt Warm White Phillips / Havel's/ Bajaj	25	
(ii)	PLL 4Pin (Phillips 18watt/865)	10	
50	Pocha (As per sample available in Store) 70x50 cm. (attach sample)	200	
51	Plastic pipe 1' inch per mtr.(attach sample)	200 mtr.	
52	Phenyl Ball (nepth. Ball) per kg.	75	
53	Plas (plier) 8" Tapariya	5	
54	Room freshener	100	
(i)	Odonil 300ml		
(ii)	Park Avenue 125ml		
(iii)	Ambi Pur 300ml		
55	Rubber Foot Mat 3x2 foot (attach sample)	20	
56	Rope for Flag (thick)30mtr. As per sample (attach sample)	100 mtr.	
57	Remote cell AAA Duracell	20	
58	Raincoat (cote Paint)	15	
(i)	Supreme		
(ii)	Duck-Back		
59	Raincoat (long)	15	
(i)	Duck-Back		
(ii)	Supreme		
60	Surf 1 kg		
(i)	Nirma	10	
(ii)	Arieal Fresh	10	
(iii)	Arieal Fonto mat	5	
(iv)	Arieal Oxy Blue	5	
61	Sutli Plastic per kg.	5	
62	Sanitizer 60ml.	20	
(i)	Dettol		
(ii)	Savlon		
(iii)	Lifebuoy		
(iv)	Himalaya		
63	Soap		
(i)	Dove 100gm.	10	
(ii)	Dettole120gm	10	
(iii)	Dettole 75gm	10	
(iv)	Medimix toilet soap	50	
(v)	Rin 150gm	40	
(vi)	Lifebuoy total 120gm	45	
(vii)	Lux peach and cream 5gm toilet	50	
(viii)	Lux 100gm	1000	
64	Shampoo Pouch per piece Brand wise	60	
65	Sutli per kg in laccha	50	
66	Tray for serving In Three size	25 unit	
(i)	Cello		
(ii)	Milton		
(iii)	Equivalent Other brand (attach sample)		
67	Thermos one Ltr. Inside-Outside Steel	20	
(i)	Milton		
(ii)	Cello		
68	Tape Roll ¼ inch Steel grip	15	
69	Tube Road 40 Wt.	50	
(i)	(Phillips Co.)		
(ii)	(Havels Co.)		

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
(iii)	(Bajaj Co.)		
70	Tube Road 28 Watt (4Feet Electronic Choke) T-5	15	
(i)	Phillips		
(ii)	Havel's		
(iii)	Bajaj		
71	Tester (Tapadiya) no.813	5	
72	Towel full Size 75x150 CM Bombay Dying (Tulip)	50	
73	Tea coaster 6pcs Superior quality (attach sample)	10	
74	Toilet paper roll Wintex 84 (attach sample)	30	
75	Tub Bathroom 20 ltr.	10	
(i)	Cello		
(ii)	Milton		
(iii)	Equivalent Other brand		
76	Vim Bar 300gm	50	
77	Wiper Big (Alpha twin) (attach sample)	10	
78	Water Bottle 2200 ML.	20	
(i)	Milton		
(ii)	Cello		
79	Water Pump for Desert cooler	5	
(i)	khaitan		
(ii)	Polar		
(iii)	Crompton grieves		
80	Water Camper 10 Ltr.	10	
(i)	Milton		
(ii)	Cello		
81	Water Camper 5 Ltr.	20	
(i)	Milton		
(ii)	Cello		
82	Water Jug	200	
(i)	Milton		
(ii)	Cello		
83	Wall Clock	10	
(i)	Ajanta		
(ii)	Samay		
(iii)	Equivalent Other Brand		
Group – E		(Estimated Cost Rs. 2.00 Lack)	
1	Almira Lock (Godrej) with Labor	15	
2	Almira Shelf replace (Per shelf) with labor	25	
3	Steel Drawers Lock of office Table (Godrej) with Labor	15	
4	Repairing of Godrej chair model 7001D with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
5	Repairing of Godrej chair model 7002D with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
6	Repairing of Godrej chair model 7003D with labor and tax	10	
(i)	Armrest		
7	Repairing of Godrej chair model 7101R with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
8	Repairing of Godrej chair model 7102 R with labor and tax	10	

Sr. No.	Name of Items with Brand	Approx. Required Qty.	Offered Price (Incl. Vat) by the Firms
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
9	Repairing of Godrej chair model 7103 R with labor and tax	10	
(i)	Armrest		
(ii)	Seat ply		
10	Repairing of Godrej chair model 5001 T with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
11	Repairing of Godrej chair model 5002 T with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
13	Repairing of Godrej chair model 4103 I with labor and tax	10	
(i)	Base plate		
(ii)	Hydrolic		
(iii)	Armrest		
(iv)	Wheel		
(v)	Punja		
(vi)	Seat		
(vii)	Back		
(viii)	Locking system		
(ix)	Back Locking		
(x)	Back Plate		
14	Repairing of Godrej Chairs Model no. 7112R with labor	10	
(i)	Hydrolic		
(ii)	Base Plate		
(iii)	Armrest		
(iv)	Wheels		
(v)	Seat		
(vi)	Back		
(vii)	Panja		
15	wheels of (File Trolley) Replacement Charges with labor. Sample available in store section	10	
Group – F		(Estimated Cost Rs. 4.25 Lack)	
1	Annual Maintenance of Photo Stat Machine (Participant must be authorized from Company) 0.31 per page including all tax	17 Machines	
2	Annual Maintenance of Inverter & Batteries per set	20 Set	
3	Dry-Cleaning of Sofa	50	
4	Dry-Cleaning of Court Chairs	200	
Group – G		(Estimated Cost Rs.1.00 Lack)	
1	Stitching of Vardies	300	
(i)	Stitching of Vardies of Peons (Jodhpuri suit) with mention the required length of cloth in each suit		
(ii)	Stitching of Vardies of Drivers(Hunting suit) with mention the required length of cloth in each suit		
(iii)	Stitching of Vardies of Jamadars (Sherwani suit) with mention the required length of cloth in each suit		

8. The rates quoted above are valid for one year w.e.f. date of approval letter. The period can be extended with mutual agreement.
09. Bank Draft/Bankers Cheque No. drawn on (Name of Banker)/ cash receipt No. / Challan No. and date for Rs. to cover earnest money is enclosed.
10. Registration Number and VAT Clearance Certificate are submitted herewith.
11. Declaration of manufacturer/Dealer, etc, is also enclosed.

Signature of tenderer

Tender Conditions for Stationery, Computer, paper ream Misc. items, printing work, amc work, repairing work, vardies stitching work etc.

निविदा-दाताओं को इन शर्तों को सावधानीपूर्वक पढ़ना चाहिये तथा अपनी निविदा भेजते समय इनका पूर्णरूपेण ध्यान रखकर पृष्ठ पर हस्ताक्षर कर निविदा के साथ लौटावें।

1. निविदाएँ मुहर बंद लिफाफे में भेजी जानी हैं।
2. निविदा प्रपत्र के साथ आयकर चुकता प्रमाण पत्र, पैन नम्बर,
3. बिक्रीकर, पंजीयन नम्बर एवं चुकता प्रमाण पत्र संलग्न होना चाहिये।
4. निविदा प्रपत्र स्याही वाले पैन द्वारा भरा जावे या टंकित होना चाहिये तथा दरें शब्दों एवं अंकों, दोनों में बिना काँट-छाँट स्पष्ट रूप के अंकित की जानी चाहिए।
5. निविदादाता को निर्माता/ अधिकृत विक्रेता / डीलर होने का प्रमाण पत्र संलग्न करना होगा मर्दों में निविदादाता को उस श्रेणी के आइटम्स की सप्लाई करने के समुचित अनुभव के दस्तावेज संलग्न करने होंगे।
6. दरें गन्तव्य स्थान राजस्थान उच्च न्यायालय पीठ, जयपुर तक एफ.ओ.आर. उद्धृत की जानी चाहिये तथा सभी कर एवं लागते समाहित होनी चाहिये।
7. सफल निविदादाता से दर - संविदा अवधि में कभी भी खरीद की जा सकती हैं।
8. निविदाएँ खोली जाने की दिनांक से तीन माह तक निविदा की दरें स्वीकृत की जा सकेगी, उसके बाद स्वतः ही निरस्त हो जावेगी।
9. निविदादाता अपनी स्वीकृत दरों के आइटम्स की सप्लाई का अथवा उसके किसी सारवान भाग को किसी अन्य एजेन्सी को नहीं सौपेगा। (सबलेट नहीं करेगा)
10. निविदा में मांगी गयी सामग्री का पूर्ण विवरण(साईज, मैक, स्पेशिफिकेशन, शर्तें, ड्राईंग्स आदि) देना होगा।
11. यदि माल की आपूर्ति क्रेता अधिकारी की संतुष्टि के अनुसार नहीं की जाती हैं, तो निविदादाता को सुनवाई का एक उचित अवसर देने के बाद क्रेता अधिकारी निविदा /संविदा किसी भी समय निरस्त कर सकता हैं
12. निविदादाता या उसके प्रतिनिधि की ओर से प्रत्यक्ष या अप्रत्यक्ष रूप से अपना पक्ष समर्थन कराना एक प्रकार की अनर्हता होगी।
13. क्रयादेश आदेश जारी किया जाने के बाद माल की आपूर्ति निर्धारित समयावधि में की जानी होगी।
14. यदि क्रेता अधिकारी किन्हीं निविदित वस्तुओं की खरीद नहीं करता हैं या निविदा सूचना में निर्दिष्ट मात्रा से कम क्रय करता हैं तो निविदादाता किसी क्षतिपूर्ति का दावा करने का अधिकारी नहीं होगा।
15. जिस निविदादाता की निविदा स्वीकार की जावेगी उसे 5 प्रतिशत सिक्क्यूरिटी डिपोजिट जमा करानी होगी। बयाना राशि सिक्क्यूरिटी डिपोजिट में समायोजित कर ली जावेगी।
16. यदि निविदादाता निविदा खोलने के बाद किन्तु निविदा स्वीकार करने से पहले प्रस्ताव को वापिस लेता हैं, या रूपान्तरण करता है या विदित समय में करार निष्पादित नहीं करता हैं या निविदा स्वीकार करने के बाद सिक्क्यूरिटी राशि जमा नहीं कराता हैं या आदेशित सामग्री की आपूर्तिप्रदान करने में विफल रहता हैं तो बयाना राशि जब्त कर ली जायेगी।
17. क्रेता अधिकारी को बिना कारण बताये निविदा को किसी भी स्तर पर निरस्त करने का अधिकार होगा।
18. सशर्त निविदा निरस्त योग्य होगी।
19. क्रयादेश की निर्धारित अवधि में सामग्री प्रदान नहीं करने पर परिसमापित नुकसानी (लिक्वीडिटी डेमेज) निम्न प्रकार वसूली योग्य होगी।
 - (क) विदित सुपूर्दगी अवधि की एक चौथाई अवधि के विलम्ब के लिये क्रयादेश की राशि का 2.5 प्रतिशत।
 - (ख) विदित सुपूर्दगी अवधि की एक चौथाई अवधि से अधिक किन्तु आधी अवधि तक के विलम्ब के लिये क्रयादेश राशि का पाँच प्रतिशत।
 - (ग) विदित सुपूर्दगी अवधि की आधी अवधि से अधिक तीन चौथाई अवधि तक के विलम्ब के लिये क्रयादेश राशि का साठे सात प्रतिशत।
 - (घ) विदित सुपूर्दगी अवधि की तीन चौथाई से अधिक के विलम्ब के लिये क्रयादेश राशि का दस प्रतिशत।
19. प्रदान में विलम्ब की अवधि की गणना के लिये आधे दिन से कम भाग को छोड़ दिया जावेगा एवं परिसमापित नुकसानी की अधिकतम राशि दस प्रतिशत होगी।
20. क्रय समिति को निविदा वस्तुओं की गुणवत्ता एवं लागत के आधार पर निर्णित करने का पूर्ण अधिकार होगा। क्रय समिति न्यूनतम निविदादाता व अन्य निविदादाताओं को

- निगोसियेशन के लिये आमंत्रित कर सकती हैं। इसके बावजूद भी दरें अनुकूल नहीं पाये जाने पर अथवा सामग्री वांछित गुणवत्ता की न होने पर निविदा निरस्त की जा सकती हैं।
21. क्रय समिति को पूर्ण अथवा आंशिक निविदा स्वीकार करने अथवा अस्वीकार करने का पूर्ण अधिकार होगा।
 22. क्रय समिति विज्ञप्ति में दी गई मात्रा से अधिक/ कम मात्रा में आवश्यकतानुसार क्रय कर सकेगी।
 23. निविदा के साथ निविदादाता को निम्नानुसार बयाना राशि का डी.डी. (निविदा में शामिल मद अनुसार) रजिस्ट्रार (प्रशासन), राजस्थान उच्च न्यायालय पीठ, जयपुर के नाम से देय होगा।
 24. क्रय समिति को पूर्ण अथवा आंशिक निविदा स्वीकार करने अथवा अस्वीकार करने का पूर्ण अधिकार होगा।
 25. क्रय समिति विज्ञप्ति में दी गई मात्रा आवश्यकतानुसार कमी या वृद्धि कर सकती हैं। जिन फर्मों की निविदा स्वीकार की जाएगी, उन्हें मांग के अनुसार आइटम्स की सप्लाय कार्यालय द्वारा निर्धारित अवधि के भीतर करनी होगी। माल की सप्लाय आदेशानुसार या समय पर नहीं होने पर फर्म के विरुद्ध नियमानुसार कार्यवाही की जाएगी तथा कार्यालय को होने वाली वित्तीय क्षति का उत्तरदायित्व सम्बन्धित फर्म का होगा।
 26. अनुबंधकर्ता द्वारा प्रस्तुत किसी भी प्रमाण पत्र में त्रुटि पाये जाने पर 5% जमानत राशि दण्ड स्वरूप देनी होगी।
 27. गोदरेज फर्नीचर की रिपेयर कार्य में नये लगाए गये सभी पार्ट्स की कम से कम एक वर्ष की गारन्टी देनी होगी।
 28. फोटो स्टेट मशीनों, इन्वर्टर व बैटरियों का रखरखाव कार्यालय की संतुष्टि के अनुसार नहीं किया जाता है, तो निविदादाता को सुनवाई का एक उचित अवसर देने के बाद रजिस्ट्रार (प्रशासन) निविदा किसी भी समय समाप्त कर सकता है तथा फोटोस्टेट, इन्वर्टर व बैटरियों मशीन खराब होने पर, शिकायत दर्ज कराने के उपरान्त उसी समय आकर ठीक करना होगा। देरी होने की अवस्था में रजिस्ट्रार (प्रशासन) को उसी समय लिखित में सूचित करना होगा, अन्यथा 100/- रुपये प्रति मशीन प्रतिदिन के अनुसार पेनल्टी वसूल की जायेगी। इन्वर्टर व बैटरियों के सामान्य रखरखाव करने के लिये फर्म को प्रति तीन माह में एक विजिट करना आवश्यक होगा तथा उसका विजिट रिकार्ड कार्यालय में प्रस्तुत करना होगा।
 29. वर्दी सिलाई/फिटिंग सही नहीं होने पर फर्म को पुनः वर्दी सिलाई करके देनी होगी। वर्दी का कपडा बिगडने पर कपडा स्वयं फर्म को अपने स्तर पर वैसा ही कपडा क्रय करके पुनः वर्दी सिलाई करके देनी होगी।
 30. आवश्यकता होने पर दर संविदा उसी कीमत, शर्तों पर आगामी 6 माह तक बढ़ाई जा सकती है।
 31. जिन आइटम्स में As per sample लिखा हुआ है, उसके sample कार्यालय समय में स्टोर अनुभाग में देखे जा सकते हैं।
 32. सभी Items कि दरें उचित मानक इकाई में 'कोट' की जानी चाहिए तथा प्रति पैकेट, प्रति नग प्रति हजार आदि।
 33. किसी भी विवाद की स्थिति में रजिस्ट्रार (प्रशासन) का निर्णय अंतिम व मान्य होगा।
 34. निर्धारित तिथि के बाद प्राप्त निविदाओं पर कोई विचार नहीं किया जायेगा।
 35. उपर्युक्त शर्तों के अतिरिक्त सामान्य वित्त एवं लेखा नियम एवं राजस्थान लोक उपापन में पारदर्शिता नियम में उल्लेखित प्रावधान यथा स्थान लागू रहेंगे।

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.

- 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 Redressal 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 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.

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- (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 (c) above shall also be placed on the State Public Procurement Portal.

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 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 enclosed with the appeal:

6. Grounds of appeal:
.....
..... (Supported by an
affidavit)

7. Prayer:

.....
.....

Place

Date

Appellant's Signature

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 (i) and (ii) 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

- (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 25% 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.