

RAJASTHAN HIGH COURT BENCH, JAIPUR
RHCB/STORE/2016/ 534 Date- 04-06-2016

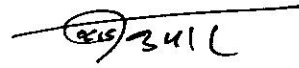
Bid Notice

Sealed Bids 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, 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 Rs.</i> |
|---------------|--------------|---|---------------------------------|-----------------------------|
| 1 | A | Stationary Items | 7.5 | 15000 |
| 2 | B | Paper Reams | 5 | 10000 |
| 3 | C | Computer Items | 1.5 | 3000 |
| 4 | D | Misc. Items | 5 | 10000 |
| 5 | E | Repairing work of furniture Items (with parts) | 0.5 | 1000 |
| 6 | F | Annual Maintenance contract of Photo-Stat machine | 4 | 8000 |
| 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 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 from above mentioned website.

Bids in a sealed envelope marked conspicuously "Bid for Stationary / Computer / Misc. Items". Etc. or marked Group wise, should reach on or before 20.06.2016 by 12.00 noon. The Bids will be opened on 21.06.2016 at 11.00 AM before Purchase Committee, in presence of interested bidders or their authorized representatives.



Registrar (Administration)



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

RAJASTHAN HIGH COURT BENCH, JAIPUR
BID – FORM

1. Bid 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 date Or Bankers Chèque no..... dated..... is enclosed.
6. We agree to abide by all the conditions mentioned in Bid Notice No. RHCB/STORE/2016/..... 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 :-

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|---|--|---------------------------|-----------------------|------------------------------------|
| Group "A" (Stationary Items) (Estimated Cost Rs. 7.50 Lac) | | | | |
| 1 | All pin pkt 70gm. 26mm. Kores Co. | Per pkt | 1000 | |
| 2 | All Pin Pkt. 70 Gram (T- shape) (Globe Genuine) Co. | Per pkt | 500 | |
| 3 | Address Sticker A4 ST 16 100S (99.1x33.9)mm | Per pkt | 50 | |
| 4 | All Pin / Clip Dispenser (Omega co.) Pin-O-Clip Deluxe | Per piece | 300 | |
| 5 | Basta yellow Without Cluf 90x90 CM (as per sample available in store) | Per piece | 4000 | |
| 6 | Brown Tape 2" 35mtr. (Scotch Co.) | Per piece | 700 | |
| 7 | BORAR (KOHINOOR Co.) Bodkins Square Wooden Handle without Eyed Pin | Per piece | 250 | |
| 8 | Cello Tape 1" 35 meter (Scotch Co.) | Per piece | 300 | |
| 9 | Cello Tape ½" 35 meter (Scotch Co.) | Per piece | 1000 | |
| 10 | Conference pad 40 page (Neel gagan) | Per piece | 500 | |
| 11 | Dustbin Veto - Plast - G no.-33 | Per piece | 200 | |
| 12 | Duster (70x50 Cm) (As per sample available in store) | Per piece | 1500 | |
| 13 | Dumper (Pony) | Per piece | 300 | |
| 14 | Envelops | | | |
| (i) | 9" x 4" Printed brown Star Craft 100GSm (As per sample available in Store Section) | Per hundred | 10000 | |
| (ii) | 11" x 5" Printed brown Star craft 100 gsm (As per sample available in Store Section) | Per hundred | 25000 | |
| (iii) | 18" x 12" Printed brown Star craft 100 Gsm (As per sample available in Store Section) | Per hundred | 10000 | |
| (iv) | 9" x 12" (inside Sadi cloth) (As per sample available in Store Section) | Per hundred | 500 | |
| (v) | 12" x 18" (inside Sadi cloth) (As per sample available in Store Section) | Per hundred | 500 | |
| (vi) | (White) (9"x 4") 100 gsm | Per hundred | 1000 | |
| (vii) | (White) 11"x 5" 100 gsm | Per hundred | 1000 | |
| 15 | Entry Pass With printing (as per sample available in store section) | Per thousand | 35000 | |
| 16 | Eraser (Apsara Co.) | Per piece | 300 | |
| 17 | Eraz-ex Correction Fluid Premium Range (Kores) 15ml. | Per piece | 200 | |
| 18 | Fax Roll (Mitsubishi) 210mm x 30mtrs. | Per piece | 300 | |
| 19 | File cover For civil, Crl, Writ and office use 80 Kg. on handmade paper , without Ribit and hole. (As per sample available in Store Section) | Per set (front and back) | 20000 | |
| 20 | File Pad (as per sample available in Store) | Per piece | 2000 | |
| 21 | File Flaps (as per sample available in Store) | Per piece | 10000 | |
| 22(i) | File folder with pocket (plastic) F/s (As per sample available in Store Section) | Per piece | 2000 | |
| (ii) | Clip File folder without pocket (plastic) F/s (As per sample available in Store Section) | Per piece | 500 | |
| (iii) | File Pad for records (As per sample available in Store) | Per piece | 500 | |
| 23 | Glue Stick 15 Gram (Kores) green | Per piece | 700 | |
| 24 | Gum bottle 150 ML (Camel co.) | Per piece | 200 | |

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|---------|---|--------------|-----------------------|------------------------------------|
| 25 | Highlighter Faber-Castle | per piece | 200 | |
| 26 | Lesses Big size green 924 No. Green (As per sample available in store section) | Per pkt. | 1500 pkt | |
| 27 | Marker Pen Permanent Refillable | Per piece | 250 | |
| (i) | Kores | | | |
| (ii) | Reynold | | | |
| 28 | Marker Pen Ink | Per piece | 100 | |
| (i) | (ARTLINE Co.) | | | |
| (ii) | (Reynold Co.) | | | |
| 29 | Note book | Per piece | | |
| (i) | Matrix 21x29.7cm A4 Size 70 GSM 100 page ruled | | 200 | |
| (ii) | Matrix 17.6x25 cm B5 Size 70 GSM 100 page ruled | | 300 | |
| (iii) | Short Hand Note Book as per sample (as per sample available in store) | | 1500 | |
| 30 | Order sheet (75 gsm) (as per sample available in store) | Per thousand | 50000 | |
| 31 | Page Marker (PM31380S) Three color 25x76mm De'smat (80 sheets) | Per pkt | 2000 | |
| 32 | Pocket Diary bilt Matrix (Spiral) | Per piece | 50 | |
| 33 | Pen (Eraze) Correction 7ml (White Ink Correction Pen Metal Tip) (Kores Co.) | Per piece | 50 | |
| 34 | Pen | Per piece | | |
| (i) | Cello Butter flow | | 50 | |
| (ii) | Cello Pointech gel | | 1000 | |
| (iii) | Add Gel Achiever | | 500 | |
| (iv) | Reynold 0.45 | | 500 | |
| (v) | Reynold Trimex | | 250 | |
| (vi) | Reynold Liquiflo | | 50 | |
| (vii) | Cello Gel Ink Roller Pen | | 500 | |
| 35 | Paper Cutter Handy small (Natraj) | Per piece | 100 | |
| 36 | Pencil HB | Per piece | 250 pkt | |
| (i) | Natraj HB Drawing | | | |
| (ii) | Apsara Platinum | | | |
| 37 | Pencil (Red/Blue/Green) Natraj | | 50 pkt | |
| 38 | Punching Machine | Per piece | 50 | |
| (i) | Small Kangaroo DP280 | | | |
| (ii) | Big DP 500 Kangaroo | | | |
| (iii) | DP- 600 Kangaroo | | | |
| (iv) | Kangaroo No. DP 700 | | | |
| 39 | Refill | Per piece | | |
| (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) | Reynold Liquiflow | | 100 | |
| (vii) | Gel Ink Roller Pen | | 50 | |
| 40 | Register | Per piece | | |
| (i) | Register Ruled 200 pages (as per sample available in store) | | 500 | |
| (ii) | Register Dispatch No.8 (as per sample available in store) | | 25 | |
| (iii) | Register Receipt No.8 (as per sample available in store) | | 25 | |
| 41 | Staples pin | Per pkt. | 200 | |
| (i) | Kangaroo Small no.10 | | | |
| (ii) | Kangaroo Big 24/6-1M | | | |
| 42 | Sarbarak, Index (As per sample available in store) 75gsm per thousand | Per thousand | 50000 | |
| 43(i) | Slip Book Small (as per sample available in Store)70 sheet | Per piece | 500 | |
| (ii) | Slip Book Big (as per sample available in Store) | Per piece | 200 | |
| 44 | Stapler Kangaroo | Per piece | | |
| (i) | HP - 45 | | 25 | |
| (ii) | HD - 45 | | 25 | |
| (iii) | HD - 10 | | 25 | |
| 45 | Stamp Pad Ink 30ml. Ashoka | Per piece | 200 | |
| 46 | Stamp Pad Ashoka | Per piece | | |
| (i) | Medium size | | 150 | |
| (ii) | Big size | | 150 | |
| 47 | Tape Dispenser (Premier Co.) (for size as per sample available in store) | Per piece | 50 | |
| 48 | Sharpener (Apsara Co.) | Per piece | 50 | |

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|--|--|-----------------------|-----------------------|------------------------------------|
| Group "B" (Paper Reams) (Estimated Cost Rs. 5.00 Lac) | | | | |
| 1 | Judgment Paper Ream Green 80gsm | Per ream of 500 sheet | 1000 | |
| (i) | J.K. Green | | | |
| (ii) | TNPL | | | |
| 2 | Photo-Stat Ream F/s 75gsm | Per ream of 500 sheet | 2000 | |
| (i) | Xerox Trust | | | |
| (ii) | TNPL | | | |
| 3 | Photo Stat Ream A-4 75gsm | Per ream of 500 sheet | 500 | |
| (i) | TNPL | | | |
| (ii) | Xerox Trust | | | |
| Group "C" (Computer Items) (Estimated Cost Rs. 1.5 Lac) | | | | |
| 1 | CD R with Cover | Per piece | 100 | |
| (i) | SONY | | | |
| (ii) | MOZERBEAR | | | |
| 2 | CD RW with Cover | Per piece | 100 | |
| (i) | SONY | | | |
| (ii) | MOZERBEAR | | | |
| 3 | DVDR with Cover 20x | Per piece | 50 | |
| (i) | SONY | | | |
| (ii) | MOZERBEAR | | | |
| 4 | DVD RW with Cover 20x | Per piece | 50 | |
| (i) | SONY | | | |
| (ii) | MOZERBEAR | | | |
| 5 | Cartridge for | | | |
| (i) | Deskjet Printer HP 948C Cartridge No.15(Black) | Per piece | 30 | |
| (ii) | Deskjet Printer HP 948C Cartridge No.78(Color) | " | 30 | |
| (iii) | Deskjet Printer HP 4268 Cartridge No.860(Black) | " | 25 | |
| (iv) | Deskjet Printer HP 4268 Cartridge No.861(Color) | " | 25 | |
| 6 | Pen Drive 8 GB | Per piece | 30 | |
| (i) | (Sony) | | | |
| (ii) | (H.P.) | | | |
| (iii) | (Kingston) | | | |
| 7 | Pen Drive 16 GB | Per piece | 5 | |
| (i) | (H.P.) | | | |
| (ii) | (Sony) | | | |
| (iii) | (Kingston) | | | |
| 8 | Printer Toner | | | |
| (i) | HP - Laser jet 1020(12A) | Per piece | 30 | |
| (ii) | HP - Laser jet 1505(36A) | " | 10 | |
| (iii) | HP - Laser jet P1005(35A) | " | 25 | |
| (iv) | HP - Laser jet 1008(88A) | " | 100 | |
| 9(i) | Toner Cartridge refilling 88A,35A,36A,12A,ML2250 (Drum,PCR, Blade & Magnet will have to be changed at every time of refilling) | Per toner refilling | 1500 | |
| (ii) | Toner refilling of fax machine Brother (mfc)-7360 | Per toner refilling | 50 | |
| 10 | USB Portable Hard Disc-I TB with casing | Per piece | 10 | |
| (i) | Sigate | | | |
| Group "D" (Misc. Items) (Estimated Cost Rs. 5.00 Lac) | | | | |
| 1 | Agarbatti Denim (110gm) | Per pkt. | 200 | |
| 2 | Bag Canvas Big size for placing the file purpose (Size as per sample available in store) | Per piece | 20 | |
| 3 | Bell Cordless (Beetal Cona) (As per sample available in store) | Per piece | 20 | |
| 4 | Domex Phenyl 500ml. | Per piece | 50 | |
| 5 | Foil Aluminum (attach sample) | Per piece | | |
| (i) | 9mtr.x 30cm. Size | | 50 | |
| (ii) | 72mtr. Size | | 10 | |
| 6 | Flashmatic 50gm Harpic | Per piece | 200 | |
| 7 | All out Machine | | 25 | |
| 8 | All out Riffle 45 days | | 100 | |
| 9 | Glass water 300ml. (yera) as per sample | Per piece | 500 | |

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|---|--|---------------------------|-----------------------|------------------------------------|
| 10 | Harpic 500ml. | Per 500 ml | 50 | |
| 11 | Jhadu (broom) | | | |
| (i) | Phool 300gm (attach sample) | Per piece | 150 | |
| (ii) | Panni with mekh (attach sample) | Per piece | 100 | |
| 12 | Liquid Hand wash 225ml (Dettol) | Per piece | 200 | |
| 13 | Lock (with three Keys) | | | |
| (i) | Big size 70mm Jainson | Per piece | 50 | |
| (ii) | Small size 50mm Jainson | Per piece | 50 | |
| 14 | Napkin (40x60) cm. Bombay Dying Tulip | Per piece | 100 | |
| 15 | Odonil 50gm Air Freshener | Per piece | 200 | |
| 16 | Pencil Cell | Per piece | | |
| (i) | AA (Panasonic gold plus Co.) | | 250 | |
| (ii) | AAA (Panasonic Gold plus) | | 100 | |
| 17 | PLS-11Wt. Two pin | Per piece | 300 | |
| (i) | (Bajaj Co.) | | | |
| (ii) | (Havel's Co.) | | | |
| 18 | PLL 4Pin 36Watt Warm White Phillips / Havel's/ Bajaj | Per piece | 25 | |
| (i) | | | | |
| (ii) | PLL 4Pin (Phillips 18watt/865) | Per piece | 25 | |
| 19 | Phenyl Ball (neph. Ball) | Per kg. | 75 | |
| 20 | Room freshener | Per piece | 100 | |
| (i) | Odonil 250gm/300ml | | | |
| (ii) | Premium 125 g | | | |
| 21 | Rope for Flag (thick)30mtr. (As per sample available in store) | Per mtr. | 100 mtr. | |
| 22 | Raincoat (Two Piece) | Per piece of cote - paint | 15 | |
| (i) | Supreme | | | |
| (ii) | Duck-Back | | | |
| 23 | Raincoat (One Piece) | Per piece | 15 | |
| (i) | Duck-Back | | | |
| (ii) | Supreme | | | |
| 24 | Detergent | Per kg. | | |
| (i) | Nirma | | 15 | |
| (ii) | Ariael Fresh | | 15 | |
| 25 | Sanitizer 60ml. (Lifebuoy) | Per piece | 50 | |
| 26 | Soap | Per piece | | |
| (i) | Dove 75gm. | | 100 | |
| (ii) | Rin 150gm | | 100 | |
| (iii) | Lux 100gm | | 1000 | |
| 27 | Sutli per kg in laccha | Per kg. | 50 | |
| 28 | Tube Road 40 Wt. | Per piece | 50 | |
| (i) | (Phillips Co.) | | | |
| (ii) | (Bajaj Co.) | | | |
| 29 | Towel full Size 75x150 CM Bombay Dying (Tulip) | Per piece | 50 | |
| 30 | Vim Bar 300gm | Per piece | 50 | |
| 31 | Water Bottle 2200 ML. (Cello) | Per piece | 20 | |
| 32 | Water Camper (Cello) | Per piece | 20 | |
| (i) | 10 Ltr. | | | |
| (ii) | 5 Ltr. | | | |
| 34 | Water Jug (Cello) | Per piece | 200 | |
| Group "E" Repairing Work with Parts & Labour (Estimated Cost Rs. 50,000/-) | | | | |
| 1 | Repairing of Godrej chair model 7001D with Part, labor and tax | | 10 | |
| (i) | Base plate | | | |
| (ii) | Hydrolic | | | |
| (iii) | Armrest | | | |
| (iv) | Wheel | | | |
| (v) | Punja | | | |
| (vi) | Seat | | | |
| (vii) | Back | | | |
| 2 | Repairing of Godrej chair model 7002D with Part, labor and tax | | 10 | |
| (i) | Base plate | | | |
| (ii) | Hydrolic | | | |
| (iii) | Armrest | | | |

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|--|--|-----------------|------------------------------|---|
| (iv) | Wheel | | | |
| (v) | Punja | | | |
| (vi) | Seat | | | |
| (vii) | Back | | | |
| 3 | Repairing of Godrej chair model 7003D with Part, labor and tax | | 10 | |
| (i) | Armrest | | | |
| 4 | Repairing of Godrej chair model 7101R with Part, 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 7102 R with Part, 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 7103 R with Part, labor and tax | | 10 | |
| (i) | Armrest | | | |
| (ii) | Seat ply | | | |
| 7 | Repairing of Godrej chair model 5001 T with Part, 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 5002 T with Part, labor and tax | | 10 | |
| (i) | Base plate | | | |
| (ii) | Hydrolic | | | |
| (iii) | Armrest | | | |
| (iv) | Wheel | | | |
| (v) | Punja | | | |
| (vi) | Seat | | | |
| (vii) | Back | | | |
| 9 | Repairing of Godrej chair model 4103 I with Part, 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 | | | |
| 10 | Repairing of Godrej Chairs Model no. 7112R with Part, labor and tax | | 10 | |
| (i) | Hydrolic | | | |
| (ii) | Base Plate | | | |
| (iii) | Armrest | | | |
| (iv) | Wheels | | | |
| (v) | Seat | | | |
| (vi) | Back | | | |
| (vii) | Panja | | | |
| Group "F" (AMC of Photo Stat Machine) (Estimated Cost Rs. 4.00 Lac) | | | | |
| 1 | Annual Maintenance of Photo Stat Machine (Participant must be authorized from Company) per page including all tax | Per page | 16 | Machines |
| Group "G" (Stitching work of Verdi) (Estimated Cost Rs. 1.00 Lac) | | | | |

| Sr. No. | Name of Items with Brand | Unit | Approx. Required Qty. | Offered Price (Incl. Vat) per unit |
|----------------|---|------------------|------------------------------|---|
| 1 | Stitching of Vardies | Per verdi | 300 | |
| (i) | Stitching of Vardies of Peons (Jodhpuri suit) with mention of the required length of cloth in each suit | | | |
| (ii) | Stitching of Vardies of Drivers(Hunting suit) with mention of the required length of cloth in each suit | | | |
| (iii) | Stitching of Vardies of Jamadars (Sherwani suit) with mention of 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

Bid 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, बिक्रीकर, पंजीयन नम्बर एवं चुकता प्रमाण पत्र संलग्न होना चाहिये।
3. निविदा प्रपत्र स्याही वाले पैन द्वारा भरा जावे या टंकित होना चाहिये तथा दरें शब्दों एवं अंकों, दोनों में बिना काँट-झॉट स्पष्ट रूप के अंकित की जानी चाहिए।
4. 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।
5. दरें गन्तव्य स्थान राजस्थान उच्च न्यायालय पीठ, जयपुर तक एफ.ओ.आर. उद्धृत की जानी चाहिये तथा सभी कर एवं लागते समाहित होनी चाहिये।
6. सफल निविदादाता से दर - संविदा अवधि में कभी भी खरीद की जा सकती हैं।
7. निविदाएँ खोली जाने की दिनांक से तीन माह तक निविदा की दरें स्वीकृत की जा सकेगी, उसके बाद स्वतः ही निरस्त हो जावेगी।
8. निविदादाता अपनी स्वीकृत दरों के आइटम्स की सप्लाई का अथवा उसके किसी सारवान भाग को किसी अन्य एजेन्सी को नहीं सौपेगा। (सबलेट नहीं करेगा)
9. निविदा में मांगी गयी सामग्री का पूर्ण विवरण(साईज, मैक, स्पेशिफिकेशन, शर्तें, ड्राईग्स आदि) देना होगा।
10. 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।
11. निविदादाता या उसके प्रतिनिधि की ओर से प्रत्यक्ष या अप्रत्यक्ष रूप से अपना पक्ष समर्थन कराना एक प्रकार की अनर्हता होगी।
12. क्रयादेश जारी किया जाने के बाद माल की आपूर्ति निर्धारित समयावधि में की जानी होगी।
13. यदि क्रेता अधिकारी किन्हीं निविदत 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।
14. जिस निविदादाता की निविदा स्वीकार की जावेगी उसे 5 प्रतिशत सिक्यूरिटी डिपोजिट जमा करानी होगी। बयाना राशि सिक्यूरिटी डिपोजिट में समायोजित कर ली जावेगी।
15. 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 सिक्यूरिटी राशि जमा नहीं कराता हैं या आदेशित सामग्री की आपूर्तिप्रदान करने में विफल रहता हैं तो बयाना राशि जब्त कर ली जावेगी।
16. क्रेता अधिकारी को बिना कारण बताये निविदा को किसी भी स्तर पर निरस्त करने का अधिकार होगा।
17. सशर्त निविदा निरस्त योग्य होगी।
18. क्रयादेश की निर्धारित अवधि में सामग्री प्रदान नहीं करने पर शास्ति (लिक्विडिटी 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 किन्तु तीन चौथाई अवधि तक के विलम्ब के लिये क्रयादेश राशि का साढ़े सात प्रतिशत।
 - (घ) विदित सुपूर्दगी अवधि की तीन चौथाई से अधिक के विलम्ब के लिये क्रयादेश राशि का दस प्रतिशत।
19. सामग्री प्रदान में विलम्ब की अवधि की गणना के लिये आधे दिन से कम भाग को छोड़ दिया जावेगा एवं शास्ति की अधिकतम राशि दस प्रतिशत होगी।
20. क्रय समिति को निविदा वस्तुओं की गुणवत्ता एवं लागत के आधार पर निर्णय 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. 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।
 23. क्रय समिति विज्ञप्ति में दी गई मात्रा में आवश्यकतानुसार कमी या वृद्धि करते हुए क्रय 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।
 24. अनुबंधकर्ता द्वारा प्रस्तुत किसी भी प्रमाण पत्र में त्रुटि पाये जाने पर 5% जमानत राशि दण्ड स्वरूप देनी होगी।
 25. गोदरेज फर्नीचर की रिपेयर कार्य में नये लगाए गये सभी पार्ट्स की कम से कम एक वर्ष की गारन्टी देनी होगी।
 26. यदि फोटो स्टेट मशीनों का रखरखाव कार्यालय की संतुष्टि के अनुसार नहीं किया जाता है, तो निविदादाता को सुनवाई का एक उचित अवसर देने के बाद रजिस्ट्रार (प्रशासन) राजस्थान उच्च न्यायालय पीठ, जयपुर निविदा को किसी भी समय समाप्त कर सकता है एवं फोटोस्टेट मशीन खराब होने पर, शिकायत दर्ज कराने के उपरान्त उसी समय आकर ठीक करना होगा। देरी होने की अवस्था में रजिस्ट्रार (प्रशासन) राजस्थान उच्च न्यायालय पीठ, जयपुर को तत्काल लिखित में सूचित करना होगा, अन्यथा 100/- रुपये प्रति मशीन प्रतिदिन के अनुसार पेनल्टी वसूल की जायेगी।
 27. 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।
 28. आवश्यकता होने पर दर संविदा उसी कीमत, शर्तों पर राजस्थान लोक उपापन पारदर्शिता नियम 2013 के अनुसार बढ़ाई जा सकेगी।
 29. जिन आइटम्स में As per sample लिखा हुआ है, उसके sample कार्यालय समय में, स्टोर अनुभाग में देखे जा सकते हैं।
 30. सभी Items कि दरें उचित मानक इकाई में 'कोट' की जानी चाहिए यथा प्रति पैकेट, प्रति नग प्रति हजार आदि।
 31. किसी भी विवाद की स्थिति में रजिस्ट्रार (प्रशासन) राजस्थान उच्च न्यायालय पीठ, जयपुर का निर्णय अंतिम व मान्य होगा।
 32. निर्धारित तिथि के बाद प्राप्त निविदाओं पर कोई विचार नहीं किया जायेगा।
 33. 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.

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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:

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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) 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.