

**RAJASTHAN HIGH COURT BENCH, JAIPUR**

No. RHC/B/STORE/2021-22/140

Date- 13.09.2021

**Bid Notice**

Sealed Bids are invited for the AMC of Photo-Stat Machines 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 letter. Rates will be effective from the date of approval letter or last date of the existing tender whichever is later.

S. No.	Particulars	Approx. Cost	Earnest Money
1	AMC of Photo-Stat Machines	Rs. 4.00 Lac	Rs. 8000/-

Bid forms, with terms & conditions, can be downloaded from 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 Bench, Jaipur should be enclosed for tender documents fees downloaded from above mentioned website.

Bids in a sealed envelope marked conspicuously "Bid for AMC of Photo-Stat Machines" should reach on or before 20.09.2021 by 1.30 P.M. The Bids will be opened on 20.09.2021 at 04.00 P.M. before Purchase Committee.

716  
13/9/21  
Registrar (Administration)

Bid form for:- AMC of Photo-Stat Machines  
Bid form fee: Rs.400/-

**RAJASTHAN HIGH COURT BENCH, JAIPUR**  
**BID – FORM**

1. Bid for (AMC of Photo-Stat Machines).....

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 D.D. No. ....and  
date .....Or Bankers Cheque no..... dated..... is enclosed.

6. We agree to abide by all the conditions mentioned in Bid Notice No. RHC/B/STORE/2021-  
22/ .....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).

<i>Sr. No.</i>	<i>Particulars</i>	<i>Unit</i>	<i>Offered Price (Incl. Applicable all Taxes) per copy</i>
<b>(AMC of Photo Stat Machines) (Estimated Cost Rs. 4.00 Lac)</b>			
1	Annual Maintenance of Photo-Stat Machine (Per page Including all Taxes)	21 Machines	

8. The rates quoted above are valid for one year w.e.f. date of approval letter. The period of this  
agreement can be extended with mutual agreement for further one year on these terms and  
conditions.

09. Bank Draft/Bankers Cheque No. .... drawn on ..... (Name of Banker) and  
date ..... for Rs. .... to cover bid security is enclosed.

10. GST Registration Number is submitted herewith.

11. Declaration of manufacturer/Dealer, etc., is also enclosed.

Signature of tenderer

## **Bid Conditions for AMC of Photo Stat Machines**

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

1. निविदाएँ मुहर बंद लिफाफे में भेजी जानी है।
2. निविदा प्रपत्र के साथ जी.एस.टी. पंजीयन प्रमाण पत्र संलग्न होना चाहिए।
3. निविदा प्रपत्र स्याही वाले पैन द्वारा भरा जावे या टंकित होना चाहिये तथा दरें शब्दों एवं अंको, दोनों में बिना कांट-छांट स्पष्ट रूप में अंकित की जानी चाहिए। शब्दों एवं अंको में राशि में अन्तर होने पर शब्दों में अंकित राशि सही मानी जावेगी।
4. निविदादाता को निर्माता/अधिकृत विक्रेता/डीलर होने का प्रमाण पत्र संलग्न करना होगा।
5. निविदादाता Photo-Stat Machine AMC कार्य को अथवा उसके किसी सारवान भाग को किसी अन्य एजेन्सी को नहीं सौपेगा। (सबलेट नहीं करेगा)
6. निविदादाता या उसके प्रतिनिधि की ओर से प्रत्यक्ष या अप्रत्यक्ष रूप से अपना पक्ष समर्थन कराना एक प्रकार की अनर्हता होगी।
7. स्वीकृत निविदादाता द्वारा कार्य सम्पादन प्रतिभूति राशि कुल निविदा मूल्य की 2.5 प्रतिशत राशि जमा करानी होगी।
8. यदि निविदादाता निविदा खोलने के बाद किन्तु निविदा स्वीकार करने से पहले प्रस्ताव को वापिस लेता है, या रूपान्तरण करता है या विदित समय में करार निष्पादित नहीं करता है या निविदा स्वीकार करने के बाद सिक्यूरिटी राशि जमा नहीं कराता है या आदेशित AMC कार्य करने में विफल रहता है तो बिड घोषणा पत्र के अनुसार राशि जमा करवाने हेतु बाध्य रहेगा।
9. रजिस्ट्रार (प्रशासन), राजस्थान उच्च न्यायालय पीठ, जयपुर को बिना कारण बताये निविदा को किसी भी स्तर पर निरस्त करने का अधिकार होगा।
10. सशर्त निविदा निरस्त योग्य होगी।
11. क्रय समिति को पूर्ण अथवा आंशिक निविदा स्वीकार करने अथवा अस्वीकार करने का पूर्ण अधिकार होगा।
12. निविदा के साथ निविदादाता से नियमानुसार बोली प्रतिभूति के स्थान पर बोली प्रतिभूति घोषणा पत्र लिया जावेगा।
13. अनुबंधकर्ता द्वारा प्रस्तुत किसी भी प्रमाण पत्र के गलत/फर्जी पाये जाने पर 5 प्रतिशत जुर्माना राशि दण्ड स्वरूप देनी होगी।
14. 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) स्वीकृत निविदा को किसी भी समय समाप्त कर सकता है एवं फोटो स्टेट मशीन खराब होने पर, शिकायत दर्ज कराने के उपरान्त उसी समय अधिकतम तीन घंटे में आकर ठीक करना होगा अथवा देरी होने की अवस्था में रजिस्ट्रार (प्रशासन) को 100/- रुपये प्रति मशीन प्रतिदिन के अनुसार पेनल्टी वसूल करने का अधिकार होगा।
15. किसी भी विवाद की स्थिति में रजिस्ट्रार (प्रशासन) का निर्णय अंतिम व मान्य होगा।
16. निर्धारित तिथि के बाद प्राप्त निविदाओं पर कोई विचार नहीं किया जायेगा।
17. उपर्युक्त शर्तों के अतिरिक्त सामान्य वित्त एवं लेखा नियम एवं राजस्थान लोक उपापन में

पारदर्शिता नियम में उल्लेखित प्रावधान यथा स्थान लागू रहेंगे।

18. संविदा की अवधि में राज्य सरकार/केन्द्र सरकार द्वारा करों में कमी अथवा वृद्धि की जाती है, तो दोनों पक्षों को मान्य होगी।
19. विभाग द्वारा भविष्य में यदि और फोटो स्टेट मशीनें क्रय की जाती हैं तो उनकी ए.एम.सी. भी इन्हीं दर एवं शर्तों पर करनी होगी।
20. पारस्परिक सहमति से अनुबंध की अवधि इन्हीं दरों एवं शर्तों पर आगामी एक वर्ष के लिए और बढ़ाई जा सकेगी।

## **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:

Signature of bidder

Place:

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)

**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.