



RAJASTHAN HIGH COURT, JODHPUR

Phone No. 0291-2541338, 2545516 Fax No. 0291-2546974, Pin Code – 342001, Email – hc-rj@nic.in

राजस्थान उच्च न्यायालय, जोधपुर

ई-निविदा सूचना

क्रमांक: एचसी/एसके/2018-19/480

दिनांक : 12.11.2018

राजस्थान उच्च न्यायालय, जोधपुर में 4000 नग फोटोकॉपी पेपर रिम Photo State Paper (White Paper) Ream, FS Size 215mm x 345mm (75 GSM Mill Pack, 500 Paper Each Ream) वार्षिक अनुबन्ध के तहत क्रय करने हेतु अनुभवी फर्मों से दरों के सम्बन्ध में आनलाईन निविदाएँ आमंत्रित की जाती है। निविदा का विवरण निम्नानुसार है:-

अनुमानित लागत	रुपये 10,00,000/- (अक्षरे रुपये दस लाख मात्र)
अमानत राशि (D.D./Banker Cheque/Cash) (in favour of Registrar General, Rajasthan High Court, Jodhpur)	अनुमानित लागत का 2%
निविदा शुल्क (D.D./Banker Cheque/Cash) (in favour of Registrar General, Rajasthan High Court, Jodhpur)(Non-refundable)	रुपये 500/- (अक्षरे रुपये पाँच सौ मात्र)
प्रक्रिया शुल्क (D.D./Banker Cheque/Cash) (in favour of M.D., RISL, Jaipur) (Non-refundable)	रुपये 500/- (अक्षरे रुपये पाँच सौ मात्र)
निविदा प्रपत्र व शर्तें डाउनलोड करने की अवधि व समय	दिनांक 15.11.2018 प्रातः 11.00 बजे से दिनांक 26.11.2018 सायं 04.00 बजे तक
निविदा प्रपत्र व शर्तें वेबसाइट पर अपलोड करने की अवधि व समय	दिनांक 15.11.2018 प्रातः 11.30 बजे से दिनांक 26.11.2018 सायं 05.00 बजे तक
निविदा प्रपत्र मय अमानत राशि, निविदा शुल्क, प्रक्रिया एवं आवश्यक दस्तावेज सहित कार्यालय में प्रस्तुत करने की अन्तिम तिथि व समय	दिनांक 27.11.2018 दोपहर 01.30 बजे तक
निविदा खोले जाने की तिथि, समय व स्थान	दिनांक 27.11.2018 सायं 04.30 बजे रजिस्ट्रार (प्रशासन), राजस्थान उच्च न्यायालय, जोधपुर
निविदा का विस्तृत विवरण (प्रपत्र, सूचना, शर्तें तथा टेण्डर फार्म) सामने दर्शायी वेबसाइट से डाउनलोड की जा सकती है	http://www.hcraj.nic.in/ , https://eproc.rajasthan.gov.in , https://sppp.rajasthan.gov.in

आज्ञा से,

रजिस्ट्रार (प्रशासन)

दिनांक :
स्थान :

हस्ताक्षर निविदादाता
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:: निविदा एवं अनुबन्ध की शर्तें ::

A. निविदा जारी करने वाले का नाम एवं निविदा का विवरण

1. रजिस्ट्रार जनरल, राजस्थान उच्च न्यायालय, जोधपुर (राज०), फोन: .2541338, 2545516
फैक्स: 0291-2546974, ईमेल – hc-rj@nic.in
2. उक्त निविदा से सम्बन्धित प्रस्ताव एकल चरण में दो लिफाफों में (अ) तकनीकी प्रस्ताव (Technical Proposal) (ब) एवं वित्तीय प्रस्ताव (Financial Proposal(BOQ)) में ई-पोर्टल यानी राज्य सरकार की वेबसाइट <https://eproc.rajasthan.gov.in> पर आनलाईन प्राप्त किये जायेगे, जिसका विवरण निम्न प्रकार से है –

Envelope-1 Technical bid (Following documents to be provided as single PDF file)			
Sr.	Documents	Content	File Types
1.	FEE's document	EMD The scanned copy of EMD instruments (2% of estimated cost)	.PDF
		Tender Fee Scanned copy of Fee Receipt / DD/ Banker's Cheque(non-refundable)	
		RISL Processing Fee Scanned copy of DD/ Banker's Cheque(non-refundable)	
2.	Eligibility Criteria Pre-Qualification Documents	Registration certificate of firm, Experience certificate, TIN, PIN, GSTIN certificate of firm	.PDF
		Tender Form as per Annexure-1	
		Experience Certificate for similar work as per Annexure-3	
		Format of the covering letter as per Annexure-4	
		Self Declaration (No Blacklisting) as per Annexure-5 (On Non-Judicial Stamp)	
		Certificate of conformity/No Deviation as per Annexure-6	
		Performance Bank Guarantee as per Annexure-7	
		RTGS Details of Firms (on firm's letter head) Annexure-9	
		All tender document pages with seal & Sign of firm (Page 1 to19)	
Financial bid (Following documents to be provided as single PDF file)			
3.	Financial Bid (BOQ)	Gross Total Value Financial bid as per Annexure – 2	.XLS

3. उक्त निविदा सूचना का प्रकाशन नियमानुसार समाचार पत्रों में करने के साथ विभाग की अधिकृत वेबसाइट <http://hcraj.nic.in/tender.php> एवं राज्य सरकार की वेबसाइट <https://sppp.rajasthan.gov.in> पर भी किया जायेगा।
4. निविदादाता से अपेक्षित है कि वह आनलाईन निविदा जमा करवाने से पूर्व सम्पूर्ण निविदा का भली-भांति अध्ययन कर ले। इस सम्बन्ध में किसी भी प्रकार के स्पष्टीकरण हेतु निविदा सूचना की अंतिम तिथि से पूर्व तक कार्यालय समय में सम्पर्क किया जा सकता है। तथापि विभाग किसी प्रकार के लिखित स्पष्टीकरण हेतु बाध्य नहीं है। निर्धारित समय के पश्चात प्राप्त निविदाओं पर विचार नहीं किया जाएगा।
5. निविदा के साथ अथवा उससे पूर्व निविदा शुल्क एवं बयाना राशि विहित रूप में जमा करानी अनिवार्य है जिसके बिना निविदा निरस्त समझी जायेगी। तथापि, यदि निविदादाता किसी प्रकार की नियमानुसार छूट चाहता है तो उसे निविदा में उसका उल्लेख करते हुए सम्बन्धित प्रपत्रों की स्व-सत्यापित प्रतियां संलग्न की जानी चाहिए अन्यथा उक्त निविदा को छूट के योग्य नहीं समझा जायेगा।

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6. निविदादाता द्वारा नामित स्थान पर देय दिनांक और समय तक प्राप्त प्रस्तावों को ही मूल्यांकन के लिये योग्य माना जायेगा। मूल्यांकन की सुविधा के लिये कार्यालय अपने विवेकानुसार किसी भी बोलीदाता से लिखित में स्पष्टीकरण मांग सकता है।
7. विभाग द्वारा समय पर प्राप्त निविदाओं को, निविदा सूचना में दर्शाये गए समय एवं दिनांक को क्रय समिति तथा उपस्थित निविदादाताओं के समक्ष खोला जायेगा।
8. निविदादाता द्वारा निविदा निर्धारित प्रारूप मय अनुलग्नकों के तथा प्रत्येक पृष्ठ पर हस्ताक्षर कर व मोहर लगाकर बेवसाइट पर अपलोड करना होगा।
9. विभाग को किसी भी स्तर पर निविदा को, पूर्ण अथवा भाग को, स्वीकार अथवा निरस्त करने का पूर्ण अधिकार होगा। अस्वीकृत/निरस्त निविदाओं के निविदादाताओं से कोई विचार-विमर्श नहीं किया जायेगा।
10. निविदा प्रपत्र में बतायी गयी शर्तों के अतिरिक्त निविदादाता की कोई भी अन्य शर्त स्वीकार नहीं की जायेगी।

B. कार्य का विवरण

1. "निविदा में दरे Photo State Paper (White paper) Ream, FS Size 215mm x 345mm (75 GSM Mill Pack, 500 Paper Each Ream) (52 GSM White) हेतु दी जाये तथा पेपर का नमूना अनिवार्य रूप से संलग्न किया जाए।"
2. निविदादाता को उसके द्वारा दी गई दरों के सम्बन्ध में पेपर रिम बनाने वाली कम्पनी का नाम अथवा उसका ब्राण्ड स्वयं के लेटरहेड पर आवश्यक रूप से देना होगा अन्यथा सम्बन्धित फर्म की निविदा निरस्त कर दी जायेगी।
3. निविदादाता Financial bid as per Annexure – 2 में अधिकतम पॉच अलग-अलग विनिमार्ता कम्पनी अथवा ब्राण्ड की पेपर रिमों हेतु दरें प्रस्तुत कर सकता है। जिन-जिन ब्राण्डों की पेपर रिमों हेतु दरे प्रस्तुत की जा रही है उनके नमूने हस्ताक्षर मय सील लगाकर निविदा प्रपत्र के संलग्न करना आवश्यक है।
4. निविदादाता फर्मों द्वारा प्रस्तुत अलग-अलग मेक एव ब्राण्ड की पेपर रिमों में से किस मेक एव ब्राण्ड की पेपर रिम क्रय की जानी है इसका अन्तिम निर्णय माननीय क्रय समिति द्वारा लिया जायेगा, जो कि अन्तिम एवं सभी को मान्य होगा। क्रय समिति प्राप्त पेपर के नमूने की गुणवत्ता अथवा मूल्य दोनों में किसी भी आधार पर पेपर रिम क्रय करने को स्वतंत्र है।
5. निविदा में दी जानी वाली दरें राजस्थान उच्च न्यायालय, जोधपुर या अन्य वांछित स्थान तक एफ०ओ०आर० उद्धृत की जानी चाहिये तथा यह सभी कर एवं लागतें सहित होगी। इसके अलावा अन्य मद में कोई सामान, सुविधा अथवा कार्य के लिये किसी राशि का भुगतान नहीं किया जावेगा।
6. यदि पेपर रिमों की आपूर्ति राजस्थान उच्च न्यायालय, जोधपुर प्रशासन की संतुष्टि के अनुसार नहीं की जाती है तो सफल निविदादाता फर्म की निविदा किसी भी समय निरस्त की जा सकती है और अन्य फर्म से कार्य करवाने पर अन्तर की राशि (Difference Amount) के लिये निविदादाता फर्म जिम्मेवार रहेगी।
7. निविदादाता या उसके प्रतिनिधि की ओर से प्रत्यक्ष या अप्रत्यक्ष रूप से अपना पक्ष समर्थन कराने की अनर्हता होगी।

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8. यदि कार्यालय निविदा सूचना में निर्दिष्ट मात्रा से कम या अधिक हेतु सप्लाई आदेश देता है तो निविदादाता को कार्यालय द्वारा वांछित मात्रा की आपूर्ति करनी होगी एवं वह इसके लिये किसी भी प्रकार की क्षतिपूर्ति का दावा करने का अधिकारी नहीं होगा ।
9. क्रय समिति को पेपर रिम की गुणवत्ता एवं लागत के आधार पर निर्णय करने का पूर्ण अधिकार होगा। क्रय समिति न्यूनतम निविदादाता व निविदादाताओं को वार्तालाप (Negotiation) के लिये आमंत्रित कर सकती है। इसके बावजूद दरें अनुकूल नहीं पाये जाने पर अथवा सामग्री वांछित गुणवत्ता की न होने पर निविदा निरस्त की जा सकती है जिसके लिए निविदादाता कोई दावा नहीं करेगा ।

C. पात्रता के मानदंड (Eligibility Criteria)

1. निविदा फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के अतिरिक्त किसी अन्य व्यक्ति के द्वारा भरी जाने की अवस्था में उस व्यक्ति का निविदा भरने हेतु फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के द्वारा अधिकृत किया जाने वाले दस्तावेज की प्रति प्रस्तुत करनी होगी जो फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के द्वारा सत्यापित होनी चाहिए।
2. पंजीकरण:—
 - (a) निविदादाता के पास राजस्थान दुकान एवं वाणिज्य संस्थान अधिनियम, 1958 अथवा कम्पनी अधिनियम, 1956 के तहत अथवा इसके समकक्ष अधिनियम के तहत अन्य राज्य/केन्द्र में पंजीकृत होने का प्रमाण पत्र होना चाहिए।
नोट:— (किसी भी पंजीकरण के लागू नहीं होने की दशा में निविदादाता को स्वयं प्रमाणित घोषणा पत्र लैटर हैड पर अनिवार्य रूप से निविदा प्रपत्र के साथ संलग्न करना होगा)
 - (b) पंजीकरण प्रपत्र की स्वयं द्वारा सत्यापित प्रति संलग्न करनी चाहिये जिसके अभाव में निविदा निरस्त की जा सकेगी।
3. **कार्यानुभव:—** निविदादाता इस तरह के कार्य के लिये दो वर्ष का अनुभव होना चाहिए। निविदादाता अपने प्रतिष्ठान में उपलब्ध संसाधन, अनुभव का विवरण एवं किये गये कार्य के नमूनें संलग्न करेगा। माननीय क्रय समिति या उसके प्रतिनिधि सम्बन्धित फर्म की कार्य क्षमता का निरीक्षण कर तदानुसार निर्णय करने के लिए स्वतन्त्र होंगे ।
4. **निविदा मूल्य :** निविदादाताओं को निविदा प्रपत्र के साथ निर्धारित निविदा मूल्य आवश्यक रूप से जमा करवाया जाना है जिसके बिना निविदा निरस्त समझी जायेगी।
5. **बयाना राशि(Earnest Money) :** ठेकेदारों/निविदादाताओं को बयाना राशि (Earnest Money), जिसकी राशि एवं अन्य विवरण संबंधित अध्याय में दिया गया है, के अनुसार आवश्यक रूप से निविदा के साथ संलग्न कर कार्यालय में जमा करवानी है। बयाना राशि (Earnest Money) के अभाव में निविदा निरस्त समझी जायेगी।

D. अमानत राशि/प्रतिभूति राशि

1. निविदादाता को निविदा प्रपत्र के अनुरूप 2 प्रतिशत राशि डिमाण्ड ड्राफ्ट के रूप में अमानत राशि हेतु जो कि 'रजिस्ट्रार जनरल, राजस्थान उच्च न्यायालय, जोधपुर' के नाम से देय हो, निविदा के साथ संलग्न करना होगा।

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2. सफल निविदादाता को सप्लाई आदेश प्राप्ति के पश्चात 7 दिवस के भीतर Rajasthan Transparency in Public Procurement Rules, 2013 के नियम 75 के प्रावधानों के अनुसार निविदा के अनुमानित मूल्य की 05 प्रतिशत राशि नकद/ बैंक गारण्टी/डी.डी. प्रतिभूति के रूप में रजिस्ट्रार जनरल, राजस्थान उच्च न्यायालय, जोधपुर में जमा करानी होगी, निविदा के संलग्न जमा 2 प्रतिशत अमानत राशि (Earnest Money) इसमें समायोजन योग्य होगी।
3. यदि कोई निविदा प्रपत्र बिना धरोहर राशि के अथवा निर्धारित अमानत राशि से कम का पाया जाता है तो उसे बिना कारण बताये अस्वीकार किये जाने का अधिकार अधोहस्ताक्षरकर्ता के पास होगा।
4. सभी असफल निविदादाताओं को उनके द्वारा जमा अमानत राशि नियमानुसार लौटा दी जायेगी तथा इसके लिये किसी प्रकार का ब्याज इत्यादि देय नहीं होगा।

E. धरोहर राशि का समपहण/जब्ती:-

निम्नलिखित मामलों में धरोहर राशि को समपहृत कर लिया जाएगा:-

- (i) जब निविदादाता निविदा खुलने के पश्चात अपनी निविदा प्रत्याहृत या उपांतरित करता है ;
- (ii) जब निविदादाता प्रदाय/संकर्म आदेश देने के पश्चात विनिर्दिष्ट कालावधि के भीतर करार, यदि कोई हो, का निष्पादन नहीं करता है :-
 - (a) जब निविदादाता विनिर्दिष्ट समय के भीतर प्रदाय/संकर्म आदेश के अनुसार माल या सेवा का प्रदाय या संकर्म का निष्पादन प्रारम्भ करने में असफल रहता है ;
 - (b) जब निविदादाता प्रदाय/संकर्म आदेश दिये जाने के पश्चात विनिर्दिष्ट कालावधि के भीतर कार्य संपादन प्रतिभूति जमा नहीं कराता है ;
- (iii) यदि निविदादाता Rajasthan Transparency in Public Procurement Rules, 2013 के अध्याय 6 (CHAPTER VI) में विनिर्दिष्ट निविदादाता के लिए विहित सत्यनिष्ठा की संहिता के किसी उपबंध को भंग करता है।

F. प्रतिभूति राशि का समपहरण (Forfeiture of Security Deposit) :-

निम्नलिखित मामलों में प्रतिभूति राशि को समपहृत कर लिया जाएगा:-

- (a) जब संविदा में किन्हीं निबंधनों और शर्तों का उल्लंघन किया गया हो,
- (b) जब निविदादाता सम्पूर्ण प्रदाय सन्तोषजनक ढंग से करने में असफल रहता हो,
- (c) जमा कराई गई प्रतिभूति निक्षेप को समपहृत करने से पूर्व युक्तियुक्त समय देते हुए निविदादाता को नोटिस दिया जाएगा,
- (d) बयाना राशि/प्रतिभूति निक्षेप की समपहृत की गयी राशि सम्बंधित विभाग के शीर्ष "अन्य प्राप्तियों" में जमा करायी जाएगी तथा अन्तरण प्रविष्टि की व्यवस्था लिए आवश्यक कार्यवाही की जाएगी।
- (e) प्रतिभूति निक्षेप का प्रतिदाय:- अनुबन्ध की अवधि समाप्त होने के तीन माह पश्चात प्रतिभूति निक्षेप निविदादाता को लौटा दिया जावेगा।

G. अपात्रता

1. निविदाएं निम्न कारणों से अपात्र घोषित की जा सकती हैं :
 - (a) निविदा सूचना में प्रकाशित अंतिम तिथि एवं समय के पश्चात प्राप्त हुई निविदाएं।
 - (b) बिना निविदा मूल्य एवं बयाना राशि के जमा निविदाएं।
 - (c) अपूर्ण निविदायें एवं भ्रामक अथवा गलत तथ्य/ दावे प्रस्तुत करने वाली निविदायें।
 - (d) विभाग द्वारा चाहे गये स्पष्टीकरण को प्रदान नहीं कर पाना/ स्पष्टीकरण को विभाग द्वारा निर्धारित समय के पश्चात प्रदान करना।

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- (e) एक से ज्यादा निविदाएं प्रस्तुत करना। ऐसा होने पर फर्म द्वारा भरी गयी समस्त निविदाएं तकनीकी मूल्यांकन में निरस्त की जा सकेंगी।
- (f) अपूर्ण व सशर्त निविदा प्रस्तुत करना।
- (g) तकनीकी व अन्य समस्त अहर्ताओं का पूर्ण न कर पाना।
- (h) निविदादाताओं अथवा उसके किसी प्रतिनिधि का अवांछित रूप से प्रभाव डालना/डलवाना, विवाद इत्यादि करना, रिश्वत इत्यादि का प्रस्ताव करना अथवा गैर कानूनी रूप से तुष्टीकरण करना।
- (i) अल्प वैधता वाली निविदा प्रस्तुत करना।
- (j) वांछित अनुभव का ना होना।

H. सामान्य नियम, शर्तें एवं भुगतान

निविदा हेतु सामान्य नियम एवं शर्तें निम्नानुसार रहेंगे।

1. वित्तीय निविदा में शब्दों एवं अंकों में भिन्नता पाए जाने की स्थिति में शब्दों में वर्णित दरों को ही मानते हुए तुलना की जावेगी। यदि गणना में कोई त्रुटि है तो अलग अलग दरों को सही मानते हुए इनके योग की गणना कर तुलना हेतु लिया जावेगा।
2. सफल निविदादाता को कार्यादेश दिए जाने की दिनांक से 07 दिवस में नियमानुसार/कार्यादेश में वर्णित मूल्य के नॉन ज्यूडिशियल स्टाम्प पर अनुबन्ध/करार पत्र मुद्रित कर कार्यालय में प्रस्तुत करना होगा
3. माननीय क्रय समिति कार्य की प्रकृति को देखते हुए सभी निविदादाताओं को एक साथ वार्तालाप के लिये बुलवाने के लिए स्वतंत्र होगी।
4. निविदा को किसी स्तर पर रद्द करने का अधिकार रजिस्ट्रार जनरल, राजस्थान उच्च न्यायालय, जोधपुर में निहित रहेगा। न्यूनतम दरें स्वीकार करना अनिवार्य नहीं है।
5. उपरोक्त शर्तों के अतिरिक्त जहाँ आवश्यक हो राजस्थान सरकार के General Financial and Accounts Rules के नियम एवं Transparency in Public Procurement Rules, 2013 के प्रावधान लागू होंगे।

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Annexure-A

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any Information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest :-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A bidder may be considered to be in Conflict of interest with one or more parties in an 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 the 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 Qualification**

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bid 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, nor have my/our affairs administered by a court or a judicial officer. My/our business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing reasons;
4. I/We do not have, neither have our directors and officers, 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, I/we have not been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and Bidding Document, which materially affects fair competition;

Date:

Place :

Signature of Bidder

Name:

Designation:

Address:

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Annexure-C Grievance Redressal during Procurement Process

The designation and address of the Appellate Authority

(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 Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the financial Bids, an appeal related to the matter of Financial Bids may be filed only by a bidder whose technical bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para(1) fails to dispose of the appeal filed within the period specified in para(2), or if the Bidder or prospective bidder of the Procuring Entity is aggrieved by the order passed by the Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- Determination of need of procurement;
- Provisions limiting participation of Bidders in the Bid process;
- The decision of whether or not to enter into negotiations;
- Cancellation of a procurement process;
- Applicability of the provisions of confidentiality.

(5) Form of Appeal

- 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.
- 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.
- Every appeal may be presented to Appellate Authority, as the case may be, in person or through registered post or authorized representative.

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(6) Fee for Filing Appeal

- (a) Fee for filing appeal shall be rupees two thousand five hundred, which shall be non-refundable.
- (b) The fee shall be paid in the form of a 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 Appellate Authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies there of relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies there of relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause(c) above shall also be placed on the State Public Procurement Portal.

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Form No. – 1

Memorandum of Appeal
(See sub-rule 1 of rule 83)

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

Appeal No of

Before.....(Appellate Authority)

1 Particulars of appellant:

(i) Name and father's name of the appellant :

(ii) Official address :

(iii) Residential address :

2. Name and address of the respondent(s)

(i)

(ii)

(iii)

2. Number and date of the order appealed against and name and designation of the officer / authority who passed the order, or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved

3. If the Appellant proposes to be represented by :

a representative the name and postal address

of the representative.

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

6. Grounds of appeal:-

.....

.....(Supported by an affidavit)

7. Prayer

Place

Date

Appellant's Signature

दिनांक :

स्थान :

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Annexure-D **Additional Conditions of Contract**

1. Correction of arithmetic errors.-

Provided that Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis, namely: -

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to vary Quantities.-

- (a) At the time of award of contract, the quantity of Goods, works or service originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (b) 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.
- (c) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not more than 50% of the value of Goods of the original **contract in current financial year 2017-18 on same terms and conditions**. If the suppliers fail to do so, the Procuring Entity shall be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more than one bidder at the time of award.-

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, then in such cases, the quantity may be divided between the Bidders, whose Bid is accepted and the second lowest Bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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ANNEXURE-1 “TENDER FORM”

RAJASTHAN HIGH COURT, JODHPUR

TENDER FORM FOR PHOTOCOPIER PAPER REAM FOR USE OF PRINCIPAL SEAT AT JODHPUR

No. HC/SK/2018-19/480

Dated: 12.11.2018

Addressed to :

Name of the Tendering Authority	Registrar General
Add8ress	Rajasthan High Court, High Court Campus, Jodhpur, (Rajasthan) – 342001
Telephone	0291-2541338, 2545516
Tele Fax	0291-2546974
Email	mailto:hc-rj@nic.in (clearly mention the NIT no. in the subject of the mail)

Firm Detials :

Name of Firm	
Name of Contact Person with Designation	
Registered Office Address	
Address of the Firm	
Year of Establishment	
Type of Firm (Public Limited/ Private Limited/ Partnership/ Proprietary)	
Telephone Number(s)	
Email Address/ Web Site	Email: <input type="text"/> Web-Site: <input type="text"/>
Fax No.	
Mobile Number	
Certification/Accreditation/Affiliation, if Any	

- c. The requisite tender fee amounting to Rs. _____/- (Rupees <in words>) has been deposited vide DD/ BC/ receipt no. _____ dated _____.
- d. The requisite RISL processing fee amounting to Rs. _____/- (Rupees <in words>) has been deposited vide DD/ BC _____ dated _____.
- e. The requisite EMD amounting to Rs. _____/- (Rupees <in words>) has been deposited vide Banker's Cheque/ DD No. _____ dated _____.
- f. We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: _____

Authorized Signatory: _____

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ANNEXURE-2: PRICE BID(BoQ) (on e-Proc website):

Item Rate BoQ							
Tender Inviting Authority: Registrar General, Rajasthan High Court, Jodhpur							
Name of Work: NIT For the supply of 4000 Nos. Photo State Paper (White Paper) Ream, FS Size 215mm x 345mm (75 GSM Mill Pack, 500 Paper Each Ream) for use of Principal Seat at Jodhpur"							
Contract No: HC/SK/2018-19/ 480 Dated:12.11.2018							
Bidder Name :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE In Figures To be entered by the Bidder (incl. all taxes)	TOTAL AMOUNT (incl. all taxes)	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	Photo State Paper Ream, FSL Size (75 GSM Mill Pack, 500 Paper Each Ream)						
1.1	TYPE - A	1	Nos	250.00		0.00	INR Zero Only
1.2	TYPE - B	1	Nos	250.00		0.00	INR Zero Only
1.3	TYPE - C	1	Nos	250.00		0.00	INR Zero Only
1.4	TYPE - D	1	Nos	250.00		0.00	INR Zero Only
1.5	TYPE - E	1	Nos	250.00		0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

The rates shall be filled up separately in given format on e-procurement portal with financial bid.

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ANNEXURE-3: COMPONENTS OFFERED & COMPLIANCE SHEET OF ITEMS

{Must be filled by the bidder}

Ref.: No. HC/SK/2018-19/480 Dated: 12.11.2018

MAKE & BRAND FOR PHOTO STATE PAPER REAM, FSL SIZE

(75 GSM MILL PACK, 500 PAPER EACH REAM)

(Please fill the following BOM for all the offered components.)

S.No.	Product Details (make and model)	Make	Brand/Model No	Any other specification (if have)
1.1	TYPE - A			
1.2	TYPE - B			
1.3	TYPE - C			
1.4	TYPE - D			
1.5	TYPE - E			

** Please attach detailed specifications (preferably OEM Product Datasheet) and provide reference number in this column. (Deviations, if any, should be appropriately mentioned & highlighted in the compliance/ deviation column of the respective table as provided above in the Annexure-2 titled “Technical Specifications”)

** Also attach sample paper of each type of paper after affixing Make/Brand with seal and signature of authorized person of the firm

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ANNEXURE-4: FORMAT OF THE COVERING LETTER

(The covering letter is to be submitted by the Bidder as a part of the NIT)

Date:

Place:

Registrar General
Rajasthan High Court,
Jodhpur

Dear Sir,

Sub: Selection of a Bidder for supply of photocopy paper ream at Rajasthan High Court, Jodhpur

Please find enclosed one copy of our "Notice Inviting Tender" (NIT) in response to the issuance of NIT by RHC for Selection of a Bidder for printing of cause list at Rajasthan High Court, Jodhpur. We hereby confirm the following:

- The RFP is being submitted by (*Name of the Bidder*) in accordance with the conditions stipulated in the RFP/RFP Documents.
- We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Rajasthan High Court, Jodhpur and in any subsequent corrigendums sent by RHC. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP Document or in any of the subsequent corrigendum from Rajasthan High Court, Jodhpur
- (*mention the name of the Bidder*), satisfy the legal requirements laid down in the RFP Document. We as the Bidder designate Mr./Ms. (*mention name, designation, contact address, phone no., fax no., E-mail id, etc.*), as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments, etc. on behalf of us in respect of the project.
- We affirm that this proposal shall remain valid for a period of [*not less than 3 (three) months*] from the last date for submission of the RFP. RHC may solicit our consent for further extension of the period of validity.

For and on behalf of

Signature (with seal)

(Authorised Representative/
Signatory)

Name of the
Person.....

Designation.....

.... (Kindly attach the authorization
letter)

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ANNEXURE-5: SELF-DECLARATION – NO BLACKLISTING

{to be filled by the bidder}{on Rs. 100 Non-Judicial Stamp}

To,

{Tendering Authority},

In response to the Tender/ **NIT: HC/SK/2018-19/480 dated 12-11-2018** for supply of photocopier paper ream at Rajasthan High Court, Jodhpur, as an Owner/ Partner/ Director of _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

दिनांक :

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ANNEXURE- 6: CERTIFICATE OF CONFORMITY/ NO DEVIATION

{to be filled by the bidder}

To,

{Tendering Authority},

NIT: HC/SK/2018-19/480 dated 12-11-2018

CERTIFICATE

This is to certify that, the supply of photocopier paper ream at Rajasthan High Court, Jodhpur which I/ We have mentioned in the Technical bid, and which I/ We shall printing work if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Tender/ bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the tender/ bidding document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the Tender/ bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

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ANNEXURE-7: PERFORMANCE BANK GUARANTEE

{to be submitted by the bidder's bank}

(To be submitted on Non-Judicial stamp paper accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jodhpur)
(Payable at par at Jodhpur)

To,

Registrar General,
Rajasthan High Court,
Jodhpur.

1. In consideration of the Rajasthan High Court, Jodhpur (RHC) (hereinafter called "RHC") having agreed to exempt M/s (hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement No..... dated made between the Rajasthan High Court, Jodhpur through Registrar General and (Contractor) for the work (hereinafter called "the said Agreement") of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(rupees only), we (indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request ofContractor(s) do hereby undertake to pay to the Rajasthan High Court, Jodhpur an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the RHC. Any such demand made on the bank by the RHC shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the RHC and We..... (Indicate the name of Bank), bound ourselves with all directions given by RHC regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).
3. We..... (indicate the name of Bank), undertake to pay to the RHC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We..... (indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of RHC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the RHC certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We (indicate the name of Bank) further agree with the RHC that the RHC shall have the fullest liberty without our consent and without affecting in any manner our obligations

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hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the RHC against the said Contractor(s) and to forbear or enforce any of the RFP for selection of Vendor for printing work throughout the State of Rajasthan (After Pre-Bid) terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the RHC or any indulgence by the RHC to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of us (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the RHC in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the RHC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).
9. It shall not be necessary for the RHC to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the RHC may have obtained or obtain from the contractor.
10. We (indicate the name of Bank) verify that we have a branch at Jodhpur. We undertake that this Bank Guarantee shall be payable at any of its branch at Jodhpur. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favor under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Date (Signature)

Place (Printed Name)

(Designation)

(Bank's common seal)

In presence of:

WITNESS (with full name, designation, address & official seal, if any)

(1)

(2)

Bank Details

Name & address of Bank:

Name of contact person of Bank:

Contact telephone number:

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GUIDELINES FOR THE SUBMISSION OF BANK GUARANTEE

The Bank Guarantee shall fulfil the following conditions in the absence of which it cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by Rajasthan High Court, Jodhpur
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

Registrar General
Rajasthan High Court, Jodhpur

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ANNEXURE-8:

DRAFT AGREEMENT FORMAT (On Non-Judicial Stamp)

(As per rules 0.25% value of order and maximum of Rs. 15,000/-)

{to be signed by selected bidder(s) and tendering authority}

An agreement made this _____ (enter date of Agreement) between _____ (enter your firm's name & address) (hereinafter called "the approved supplier", which expression shall, where the context so admits, be deemed to include his heirs, successors, executors and administrators of the one part and the RHC which expression shall, where the context so admits, be deemed to include his successors in office and assigns of the other part.

Whereas the approved bidder has agreed with the RHC to the Registrar General, Rajasthan High Court, Jodhpur, Rajasthan on behalf of (enter name of client organisation) to its various Offices as well as at its branch offices throughout Rajasthan, all those articles set forth in our Work Order No.

_____ Dated _____ appended hereto in the manner set forth in the conditions of the bidding document and contract appended herewith and at the rates set forth in the said order.

And whereas the approved supplier has deposited a sum of Rs. _____ in the form of: -

- Cash/ Bank Draft No./ Banker Cheque/ Bank Guarantee No. _____ dated _____ valid upto _____.
- Post Officer Savings Bank Pass Book duly hypothecated to the Departmental authority.
- National Savings Certificates / Defence Savings Certificates / Kisan Vikas Patras or any other script / instrument under National Saving Schemes for promotion of Small Savings, if the same can be pledged under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formally transferred to RHC.

Now these Presents witness:

- In consideration of the payment to be made by the RHC through cheque/ DD at the rates set forth in the Work Order hereto appended the approved bidder will duly set forth in our Work Order No. _____ dated ___/___/2018 thereof in the manner set forth in the NIT, Tender Form, Instructions to Bidders, Terms of Reference, General and Special Conditions of the Tender and Contract, Technical Bid and Financial Bid along with their enclosures.
- The NIT, Tender Form, Scope of Work, General and Special Terms & Conditions of the Tender and Contract, Technical Bid and Financial Bid along with their enclosures enclosed with the Tender Notice **NIT No.:** HC/SK/2018-19/480 dated 12-11-2018 and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
- Letter Nos. _____ dated _____ received from {bidder} and letter Nos. _____ Dated _____ issued by the RHC. and appended to this agreement shall also form part of this agreement.
- The RHC do hereby agree that if the approved printing of cause list work shall the said articles in the manner aforesaid observe and keep the said terms and conditions, the RHC will through cheque/ DD pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
- The mode of payment will be as specified in this bidding document/ work order.

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The prescribed scope of work/ requirement of services and deployment of technical resources shall be effected and completed within the period as specified in the Work Order.

In case of extension in the delivery period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which the bidder has failed to printing of cause list work.

No.	Condition	LD %*
I.	Delay up to one fourth period of the prescribed delivery period of the lot & completion of work	2.50%
II.	Delay exceeding one fourth but not exceeding half of the prescribed delivery period of the lot & completion of work	5.00%
III.	Delay exceeding half but not exceeding three fourth of the prescribed delivery period of the lot & completion of work	7.50%
IV.	Delay exceeding three fourth of the prescribed delivery period of the lot, & completion of work	10.00%

Note:

- Fraction of a day in reckoning period of delay in supplies and completion of work shall be eliminated, if it is less than half a day.
- The maximum amount of liquidated damages shall be 10% of the desired Lot.
- *The percentage refers to the payment due for the associated milestone/lot.

If the bidder requires an extension of time in completion of contractual printing of cause list work on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the printing of cause list order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of work.

Printing of cause list work period may be extended with or without liquidated if the delay in the printing of cause list work in on account of hindrances beyond the control of the bidder.

Printing of cause list work shall be provided by the bidder as per terms and conditions of the NIT and Contract.

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the RHC and the decision of the RHC shall be final.

In witness whereof the parties hereto have set their hands on the _____ day of _____ (Year).

Signature with Seal of the Approved
supplier/ bidder

Signature for and on behalf of
Registrar General, RHC, Jodhpur

Designation:
Date:

Designation:
Date:

Witness No.1

Witness No.1

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Annexure-9 RTGS DETAILS OF FIRM (ON FIRM LETTER HEAD) **(Must be filled)**

Dear sir,

We hereby confirm that we are willing to opt for payment to be received through RTGS/NEFT. The bank details duly confirm by bank, for receipt of payment against material supply/services, miscellaneous dues.

Bank Details

- 1) Account No. :
- 2) Type of Account :
- 3) Bank Name :
- 4) Branch Name & Address :
- 5) Contact No. of the Branch :
- 6) IFSC No. :
- 7) PAN No. :

Communication Details

- 1) e-mail ID :
- 2) Cell No. :

We authorize you to decut necessary bank charges of NEFT/RTGS.

We have forwarded a soft copy of the above details to hc-rj@nic.in on date –

Yours faithfully,

(Signature & Name of auth. sign. with company/firm stamping)

Bank Confirmation

Certified that the furnished above bank details are correct as per our records.

Bank's Stamp

Authorized Signatory _____

Date _____

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