

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर

क्रमांक: प. ()/जिनिअ/लेखा/2017/1788

दिनांक :- 27-10-2017

बोली सूचना

लोकसभा उपचुनाव-2017 एवं आगामी विधानसभा तथा लोकसभा आमचुनाव हेतु फोटोयुक्त मतदाता पर्ची के मुद्रण कार्य करने हेतु प्रतिष्ठित एवं स्थापित फर्मों से द्विभाग बोली (तकनीकी एवं वित्तीय बिड) सीलबंद निविदाएं निम्नानुसार आमंत्रित की जाती है :-

क्र. सं.	कार्य का विवरण	अनुमानित मात्रा	अमानत राशि (रूपये)	निविदा शुल्क (रूपये)	निविदा विक्रय की अंतिम तिथि दोपहर 1 बजे तक	निविदा प्रस्तुत करने की अंतिम तिथि दोपहर 3 बजे तक	तकनीकी बिड खोलने की तिथि दोपहर 4.00 बजे
1	ए-4 साईज कागज में दोनो तरफ फोटोयुक्त मतदाता पर्ची का मुद्रण	8,60000 पृष्ठ	14000.00	200.00	13.11.2017	14.11.2017	15.11.2017

निविदा द्वि भाग बोली (तकनीकी एवं वित्तीय) के तहत जमा कराना आवश्यक होगा, तकनीकी बिड (निविदा) के साथ अमानत राशि, डी.डी./बैंकर चैक एवं तकनीकी निविदा प्रपत्र में अंकित दस्तावेजों को सील बन्द लिफाफे में एवं वित्तीय बिड (निविदा) में निर्धारित प्रारूप के तहत दर बन्द लिफाफे में जमा कराना अनिवार्य होगा साथ ही दोनों लिफाफों के ऊपर तकनीकी बिड (निविदा) एवं वित्तीय बिड (निविदा) अंकित करना अनिवार्य होगा अन्यथा निविदा पर विचार नहीं किया जाएगा। प्राप्त निविदाएं निर्धारित कमेटी द्वारा उपस्थित निविदादाताओं अथवा उनके प्रतिनिधियों के समक्ष खोली जाएगी। निविदा स्वीकृत/अस्वीकृत करने का अधिकार अधोहस्ताक्षरकर्ता को होगा।

निविदा की विस्तृत जानकारी www.sppp.rajasthan.gov.in & www.ajmer.rajasthan.gov.in पर भी देखी जा सकती है।

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प्रतिलिपि :- निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

1. श्रीमान् मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर
2. समस्त जिला निर्वाचन अधिकारी, राजस्थान
3. अतिरिक्त कलक्टर (प्रशासन), अजमेर
4. कोषाधिकारी, अजमेर
5. वरिष्ठ लेखाधिकारी, कलेक्ट्रेट, अजमेर
6. तहसीलदार चुनाव कलेक्ट्रेट अजमेर
7. ए.सी.पी.कलेक्ट्रेट अजमेर
8. ए.डी.आई.ओ. एन.आई.सी. अजमेर
9. भू-अभिलेख निरीक्षक चुनावशाखा अजमेर
10. समस्त उपखण्ड अधिकारी, जिला-अजमेर को सूचना पट्ट पर चस्पा करने हेतु।
11. सूचना पट्ट, कलेक्ट्रेट/संभागीय आयुक्त कार्यालय/राजस्व मण्डल कार्यालय/ सूचना केंद्र/अजमेर विकास प्राधिकरण कार्यालय, अजमेर

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर

जिला निर्वाचन अधिकारी (कलक्टर) अजमेर कार्यालय में लोकसभा उपचुनाव-2017 एवं आगामी विधानसभा एवं लोकसभा आमचुनाव हेतु फोटोयुक्त मतदाता पर्ची के मुद्रण की निविदा की शर्तें :-

- 1- निविदा शर्तों का पूर्ण अध्ययन करके ही निविदा दरें दें। तकनीकी एवं वित्तीय बिड के लिफाफों पर पृथक पृथक "लोकसभा उपचुनाव-2017 एवं आगामी विधानसभा एवं लोकसभा आमचुनाव हेतु फोटोयुक्त मतदाता पर्ची के मुद्रण की तकनीकी एवं वित्तीय निविदा " लिखा होना अनिवार्य है।
- 2- सभी प्रकार के कर सम्मिलित करते हुए दरें देनी होंगी।
- 3- सामग्री कार्यालय के स्टोर तक पहुँचाने की जिम्मेदारी निविदादाता की होगी। इसके लिए कोई अतिरिक्त राशि नहीं दी जाएगी।
- 4- निविदा में उल्लेखित शर्तों की पूर्ण पालना हेतु निविदादाता बाध्य होगा तथा किसी भी शर्त के उल्लंघन पर सुरक्षा राशि जब्त कर ली जायेगी। अन्य फर्म से व्यवस्था पर राज्य सरकार को जो भी अधिक व्यय होगा उसकी वसूली निविदादाता से की जावेगी।
- 5- निविदादाता को कोई अग्रिम भुगतान नहीं किया जावेगा।
- 6- अनुमोदित निविदादाता को 500/- रुपये के स्टाम्प पेपर पर निर्धारित अवधि में अनुबन्ध पत्र भरकर प्रस्तुत करना होगा।
- 7- निविदादाता को कार्यादेश जारी होने पर कार्यादेश की 5 प्रतिशत सुरक्षा राशि निर्धारित अवधि में बैंकर्स चैक/ डी.डी. के रूप में जमा करानी होगी। इसमें अमानत राशि निविदादाता के विकल्प पर समायोजित की जा सकती है। निविदा के साथ अमानत राशि बैंकर्स चैक/डी.डी. के रूप में जमा करानी होगी।
- 8- निविदादाता कार्य के किसी भी भाग को किसी अन्य एजेन्सी को नहीं सौंप सकेगा।
- 9- सशर्त निविदा मान्य नहीं होगी।
- 10- निविदादाता को आदेशित सामग्री क्रयाआदेश में अंकित अवधि में आपूर्ति करनी होगी। निर्धारित अवधि में सामग्री सप्लाई नहीं की जाने पर लिक्विडेटेड डेमेज की कार्यवाही सामान्य वित्तीय एवं लेखा नियम 58 के तहत की जावेगी जो अधिकतम 10 प्रतिशत होगी।
- 11- निविदा स्वीकृत या अस्वीकृत करने का पूर्ण अधिकार जिला निर्वाचन अधिकारी (कलक्टर), अजमेर में निहित है। इसके लिए किसी प्रकार की न्यायालय कार्यवाही मान्य नहीं होगी।
- 12- करों की कटौती नियमानुसार की जावेगी।
- 13- सभी विवादों का न्याय क्षेत्र अजमेर होगा।
- 14- कार्यालय द्वारा जारी निविदा प्रपत्र में ही निविदा दर भरकर प्रस्तुत करनी होगी। अन्य प्रपत्र आदि में भरी हुई निविदा मान्य नहीं होगी।
- 15- निविदा में दी गई दरें दिनांक 31.10.2019 तक मान्य होगी जिसे आगे भी बढ़ाया जा सकता है।
- 16- फोटोयुक्त मतदाता पर्ची ए-4 साईज के पृष्ठ पर छः पर्चीयां आगे पीछे मुद्रित होगी।
- 17- **The Voter-Slip will be printed by the SLA (Reil) developed modules integrated into ERMS software.**
- 18- ए-4 साईज का पेपर आई.एस.आई. मार्का, 75 जीएसएम थिकनेस, लेजर प्रिन्टिंग पेपर होना चाहियें
- 19- फोटोयुक्त मतदाता पर्ची का प्रारूप परिशिष्ट-1 पर संलग्न है
- 20- फोटोयुक्त मतदाता पर्ची का मुद्रण संलग्न परिशिष्ट 2 के अनुरूप किया जाना है।
- 21- हस्ताक्षरयुक्त एनेक्श्चर ए.बी.सी, एवं डी संलग्न है।
- 22- तकनीकी बिड में पात्र पायें जाने वाली फर्मों को वित्तीय बिड खोलने संबंधी तिथि से पृथक से अवगत करा दिया जायेगा।
- 23- अन्य सभी शर्तें सामान्य वित्तीय एवं लेखा नियम एवं राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 एवं नियम 2013 के अनुसार होगी।
- 24- तकनीकी निविदा में सफल होने की न्यूनतम अर्हता निम्न होगी -
 - अ- फर्म का जी.एस.टी. रजिस्ट्रेशन होना अनिवार्य होगा।
 - ब- फर्म का गत तीन वित्तीय वर्षों का औसत वार्षिक टर्नओवर 8 लाख या अधिक होने का सी.ए.का प्रमाण पत्र संलग्न करना अनिवार्य होगा।
 - क- 31-03-2017 को फर्म का नेटवर्थ पोजेटीव होने का सी.ए. का प्रमाण पत्र संलग्न करना अनिवार्य होगा।
 - द- फर्म का पेन कार्ड की प्रति संलग्न करना अनिवार्य है।
 - ड- फर्म को चुनाव संबंधी कार्य का पूर्वानुभव होना आवश्यक है एवं अनुभव से संबंधित दस्तावेज प्रस्तुत करना अनिवार्य है।

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर

तकनीकी निविदा प्रपत्र

- 1- फर्म का नाम व पता :
- 2- मोबाईल नंबर एवं ईमेल आईडी :
- 3- फर्म का रजिस्ट्रेशन संख्या :
(स्वप्रमाणित प्रतिलिपि संलग्न करें)
- 4- जी.एस.टी. रजिस्ट्रेशन संख्या :
(स्वप्रमाणित प्रतिलिपि संलग्न करें)
- 5- प्रोप्राईटर का नाम व पता :
- 6- निविदा प्रपत्र का निर्धारित शुल्क / बयाना राशि जमा किये जाने का विवरण :-

क्र.सं.	विवरण	राशि	डिमाण्ड ड्राफ्ट / बैंकर चैक का नंबर व दिनांक	बैंक का नाम
1.	निविदा प्रपत्र का शुल्क			
2.	बयाना / अमानत राशि			

- 7- पैन नंबर :
(स्वप्रमाणित प्रतिलिपि संलग्न करें)
- 8- फर्म का गत तीन वर्षों का औसत वार्षिक टर्नओवर 8.00 लाख या अधिक होने संबंधी सी.ए. का प्रमाण पत्र (स्वप्रमाणित प्रतिलिपि संलग्न करें)
- 9- 31-03-2017 को फर्म की नेट वर्थ पोजिटिव होने संबंधी सी.ए. का प्रमाण पत्र स्वप्रमाणित प्रतिलिपि संलग्न करें)
- 10- पूर्व में चुनाव कार्य करने संबंधी अनुभव का विवरण (स्वप्रमाणित प्रतिलिपि संलग्न करें)

निविदादाता के हस्ताक्षर
मय सील

नाम _____
पूर्ण पता _____
मोबाईल नंबर _____
दूरभाष नंबर _____

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर

वित्तीय निविदा प्रपत्र

- 1- लोकसभा उपचुनाव-2017 एवं आगामी विधानसभा तथा लोकसभा आमचुनाव हेतु फोटोयुक्त मतदाता पर्ची मुद्रण की निविदा
- 2- कार्य की अनुमानित लागत राशि 6.88 लाख रूपये
- 3- निविदा प्रस्तुत करने वाली फर्म का नाम व डाक का पता _____
- 4- किसको सम्बोधित की गयी :- _____
- 5- संदर्भ :- जिला निर्वाचन अधिकारी (कलक्टर), अजमेर द्वारा जारी की गई निविदा सूचना संख्या-_____ दिनांक _____
- 6- निविदा शुल्क की बैंकर/डी.डी.नं. _____ दिनांक _____ द्वारा जमा करा दी गई है।
- 7- मैं/हम जिला निर्वाचन अधिकारी (कलक्टर), अजमेर द्वारा जारी की गई निविदा सूचना संख्या _____ दिनांक _____ में वर्णित सभी शर्तों से तथा संलग्न (उनके सभी पृष्ठों पर उनमें उल्लेखित शर्तों को हमारे द्वारा स्वीकार किये जाने के प्रमाण में हमने हस्ताक्षर कर दिये हैं) में दी गई उक्त निविदा सूचना की अतिरिक्त शर्तों से बाध्य होना स्वीकार करते हैं।
- 8- उक्त कार्य के लिये दरें निम्न प्रकार होगी :-

क्र.सं.	वस्तु का नाम मय साईज	मात्रा	दर प्रति पृष्ठ दोनों तरफ मुद्रण (समस्त करों एवं व्यय सहित)
1.	ए-4 साईज कागज में दोनो तरफ फोटोयुक्त मतदाता पर्ची का मुद्रण	8,60,000 पृष्ठ	

- 9- फर्म द्वारा क्रयआदेश में अंकित अवधि में माल की सुपुर्दगी कर दी जायेगी।
- 10- ऊपर उद्धृत की गई दरें दिनांक 31-10-2019 तक के लिये विधि मान्य है। इस अवधि को पारस्परिक सहमति के आधार पर आगे बढ़ाया जा सकता है।
- 11- बयाना राशि के पेटे राशि रूपये _____ (अक्षरे रूपये) _____ जरिये बैंक ड्राफ्ट/बैंकर्स चैक संख्या _____ दिनांक _____ बैंक का नाम _____ पर आहरित किया गया है।
- 12- विनिर्माता/डीलर आदि का घोषणा पत्र भी संलग्न है।

संलग्न :-

निविदादाता के हस्ताक्षर
मय सील

नाम _____

पूर्ण पता _____

मोबाईल नंबर _____


दूरभाष नंबर _____

INDICATIVE SAMPLE OF VOTER SLIP

परिशिष्ट - 1

ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017

फोटो मतदाता पर्ची/PHOTO VOTER SLIP




Date of Poll : _____
Timings : _____ to _____

DISTRICT ELECTION OFFICE: _____ (District name)
DEO website: _____ DEO Helpline No. : _____

ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017

फोटो मतदाता पर्ची/PHOTO VOTER SLIP




Date of Poll : _____
Timings : _____ to _____

DISTRICT ELECTION OFFICE: _____ (District name)
DEO website: _____ DEO Helpline No. : _____

ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017

फोटो मतदाता पर्ची/PHOTO VOTER SLIP




Date of Poll : _____
Timings : _____ to _____

DISTRICT ELECTION OFFICE: _____ (District name)
DEO website: _____ DEO Helpline No. : _____

ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017

फोटो मतदाता पर्ची/PHOTO VOTER SLIP




Date of Poll : _____
Timings : _____ to _____

DISTRICT ELECTION OFFICE: _____ (District name)
DEO website: _____ DEO Helpline No. : _____

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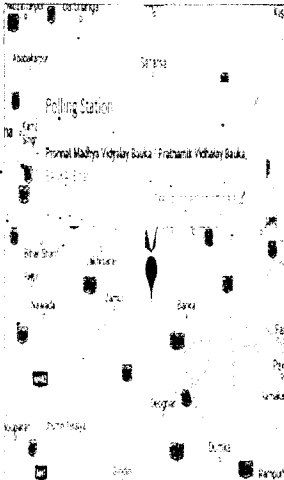
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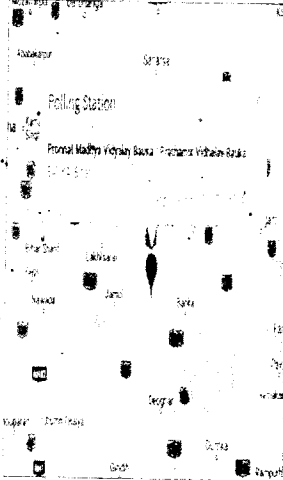
Map of the Polling station



Important Information for Voters

- BLO (Name and Contact No)
 - All the voters who are in the queue at the closing time of the poll shall be allowed to cast their vote.
 - There are separate queues for women. Senior citizens are given priority for voting.
 - Blind and infirm voter can be permitted to take an adult companion into the voting compartment for recording the vote.
 - Gadgets like mobile phones and cameras are not allowed inside the polling booth.
 - Offering or accepting money or any other gratification to vote for particular candidate is a corrupt practice under law.
- No Voter to be left behind. Every Vote Counts

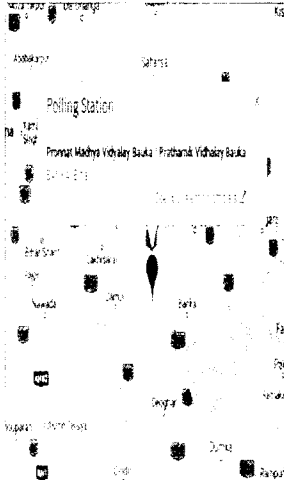
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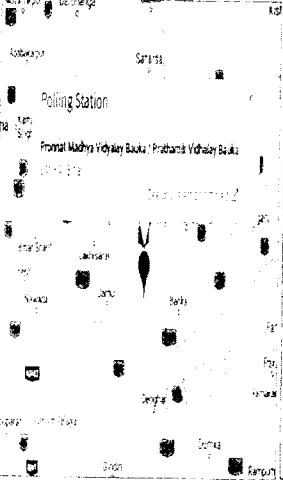
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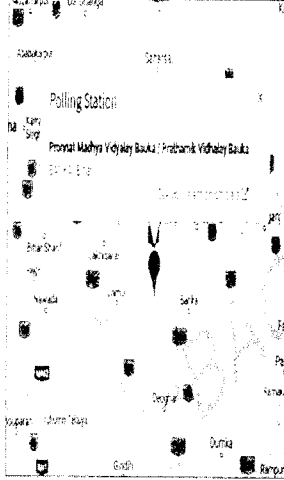
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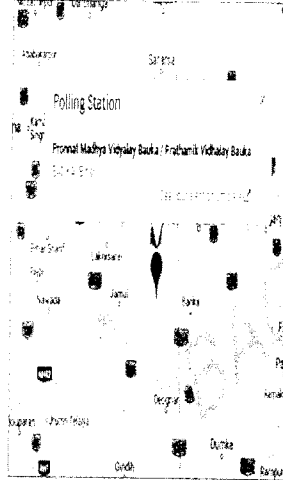
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I. Voter Slips:

Photo Voter Slip – For convenience to voters on day of poll, pre-printed official voter slips containing photograph of voter and details available in the photo roll such as Number and Name of Constituency, Part No., Name, Gender, EPIC No., Relatives name, Serial No., Polling Station No. and Name and Date, Day and Time of poll are distributed to all enrolled voters by District Administration. The Voter-Slip will be printed by the SLA (Reil) developed modules integrated into ERMS software. Photo Voter Slips are duly authenticated by Electoral Registration Officer and distributed through Booth Level Officer as per the schedule for distribution. The undistributed Photo Voter Slips shall be kept by Booth Level Officer. No photocopy of Photo Voter Slip is allowed for distribution purpose. Any unauthorized distribution/ possession of Photo Voter Slip shall be considered as violation of provisions of Representation of People Act, 1951 and Indian Penal Code. The electoral roll now has the photos of almost all electors and in many States, the photo coverage is 100%. Most of the electors have the Electoral Photo Identity Card. As the date of poll approaches, a Photo Voter Slip is also handed over to each elector through the Booth Level Officer.

All these have served to minimize the scope for impersonation. Suggestive and indicative sample of Voter Slip is placed at Annexure-T11.

J. Digital Printing:

a) Specification of Paper:

The vendor will print all the above electoral material like checklists of E-Roll, final digital printout of E-Roll, voter-slips, BLO register, any reports or any other electoral material as per requirement of DEO/ERO, on the best quality paper viz.:

- i. ISI marked, White colour, A4 size, 75 GSM thickness laser printer paper;
- ii. Crinkles (सलवटे) free paper;

b) Quality of Printing Matter on the Paper:

So far as the quality of the printout is concerned, the vendor has to provide digital printouts having following details:

- i. Clear legible letters and identifiable figures, if any, no blur print;
- ii. No tonner lines (vertical or horizontal line due to tonner);
- iii. No misprinting of letter(s);
- iv. No double or shadow letters print;
- v. No tonner spread on paper or even no tonner spot of any size;
- vi. No crinkles while printing of digital print;

c) Testing of Paper/Quality of Printing:

- i. Procuring Entity can get the paper, used by the successful bidder, tested any time during contract period from any government authorised testing laboratories. In case, it is found that paper specifications are not matching with the above min. specifications, the entire work has to be provided on the specified papers for which all the cost shall be borne by the bidder.
- ii. Procuring Entity can be got the quality of the printing on paper examined/tested by in-house Committee constituted. In case, it is found that quality of printing on the paper specified, are not matching with the above min. specifications, the entire work has to be reprinted on the specified papers for which all the cost shall be borne by the bidder.

किया जाना सुनिश्चित किया जाये-

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Annexure B : Declaration by Bidders regarding Qualifications

Annexure C : Grievance Redressal during Procurement Process

Annexure D : Additional Conditions of Contract

अतः प्रशासनिक विभाग अपने अधीन समस्त विभागों, कार्यालयों एवं संगठनों से उक्त निर्देशों की कठोरता से पालना सुनिश्चित करावे।

संलग्न: Annexure A to D

ह./-

(अखिल अरोरा)

शासन सचिव, वित्त (बजट)

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 behaviour 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, nor otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

Annexure B : Declarator by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No. Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name :

Designation:

Address:

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) **Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

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

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) **Appeal not to lie in certain cases**

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

- (a) determination of need of procurement;

- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (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.

FORM No. 1
[See rule 83]

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

Appeal No of

Before the (First / Second Appellate Authority)

- i. A Bidd
- 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 that 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.