

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर


क्रमांक : प. ()/जिनिअ/2017/ 1493

दिनांक :- 18/09/17

सीमित निविदा सूचना

वृहद मतदाता पंजीकरण अभियान, 2017 के दौरान किये जाने वाले विभिन्न कार्यों के सम्पादन एवं ई.आर.ओ. नेट के कार्य हेतु संलग्न मशीन स्पेसिफिकेशन, मैन विद मशीन की योग्यता, शर्तों आदि के अनुसार इस कार्यालय में दो मैन विद मशीन की सेवाएँ निविदा आधार पर एजेन्सी के माध्यम से दिनांक 31-03-2018 तक या सूचना सहायकों के पद पर पदस्थापन होने तक, जो भी पहले हो, की समयावधि के लिये रखे जाने हेतु मोहरबन्द निविदायें दिनांक 26-09-2017 को प्रातः 11.30 बजे तक आमंत्रित की जाती है। प्राप्त निविदाओं को उसी दिन दोपहर 3.00 बजे गठित कमेटी द्वारा उपस्थित निविदादाताओं/ उनके प्रतिनिधियों के समक्ष खोला जायेगा। उक्त कार्य की अनुमानित लागत 1.02 लाख रुपये होगी।
संलग्न :- शर्तें मशीन स्पेसिफिकेशन आदि

एनक्शर A To Z


जिला निर्वाचन अधिकारी
(कलक्टर) अजमेर

क्रमांक : प. ()/जिनिअ/2016/ 1493

दिनांक :- 19/09/17

प्रतिलिपि:-

1. उप जिला निर्वाचन अधिकारी (अति.कलक्टर), अजमेर
2. कोषाधिकारी, अजमेर
3. वरिष्ठ लेखाधिकारी, कलक्टर, अजमेर
4. प्रभारी, एन.आई.सी.,/ ए.सी.पी. कलेक्टर अजमेर को प्रेषित कर लेख है कि उक्त निविदा सूचना को संबंधित पोर्टल पर अपलोड करावें।
5. सूचना पट्ट-कार्यालय हाजा/सूचना केंद्र, अजमेर
6. मैसर्स


जिला निर्वाचन अधिकारी
(कलक्टर) अजमेर

निविदा की शर्तें

- 1- अनुबंध की अवधि 31-3-2018 तक या सूचना सहायकों के पद पर पदस्थापन होने तक, जो भी पहले हो, तक की समयावधि के लिये होगी।
- 2- स्थापित किये जाने वाले सभी उपकरण निविदा में वर्णित स्तर के अनुरूप होने चाहिए। कम्प्यूटर की स्थापना के बाद उनका निरीक्षण कर यह सुनिश्चित किया जाएगा कि कम्प्यूटर सिस्टम अनुमोदित स्पेसीफिकेशन के अनुरूप है। जहां सिस्टम विहित स्पेसीफिकेशन के स्तर में अनुरूप नहीं पाया जायेगा उसे अनुरूप कराया जाएगा।
- 3- उपकरण स्थापित करने के लिए स्थान एवं बिजली की फिटिंग की व्यवस्था संबंधित विभाग करेगें। संबंधित विभाग यह सुविधा भी प्रदान करेगें कि कार्यालय बंद होने के बाद उपकरण ताले में रखे जा सकें।
- 4- निविदाकार को दिन प्रतिदिन कार्यालय समय अथवा कार्यालय समय के बाद आवश्यकता अनुसार कम्प्यूटर सेवायें जारी रखनी होंगी। प्रिन्टर में प्रयुक्त होने वाला नया टोनर/ नया रिबन प्रथम बार निविदादाता द्वारा दिया जायेगा, तत्पश्चात विभाग द्वारा वहन किया जायेगा।
- 5- किसी भी माह में चार कार्य दिवस से अधिक कम्प्यूटर बंद नहीं रखा जावेगा। यह भी पूर्व में सूचना देकर ही किया जा सकेगा। इससे अधिक समय तक कम्प्यूटर बंद रहने पर चाहे वह आपरेटर की गैर हाजरी के कारण या किसी खराबी के कारण हो तो देय राशि में से प्रतिदिन 200/- रुपये की कटौती की जावेगी।
- 6- विशेष परिस्थितियों में संबंधित विभाग इस चार दिन की अवधि को बढ़ा सकते हैं जिसके लिये उसे लिखित में कारण अंकित करने होंगें एवं यदि बढ़ी हुई अवधि में कोई आवश्यक कार्य होगा तो वह निविदादाता को अन्यत्र स्वयं के खर्चे पर करवा कर देना होगा।
- 7- कम्प्यूटर सिस्टम को सही तरीके से कार्यरत स्थिति में संधारित रखने की पूर्ण जिम्मेदारी निविदादाता की होगी। इसके लिये किसी प्रकार का कोई अतिरिक्त भुगतान नहीं किया जावेगा। यदि मरम्मत आदि की आवश्यकता होती है तो लिखित में सूचना देकर उचित समय में मरम्मत करने की जिम्मेदारी निविदाकार की होगी। यदि मरम्मत में अधिक समय लगने की संभावना हो तो निविदादाता को तब तक अन्य उपकरण लगाने की व्यवस्था करनी होगी।
- 8- यदि कम्प्यूटर सिस्टम इस कार्यालय की सन्तुष्टि के अनुसार कार्य नहीं करता है तो निविदादाता को लिखित में सूचना देकर ठीक कराने हेतु कहा जायेगा। निर्धारित अवधि में उसे ठीक नहीं कराने पर पन्द्रह दिन का नोटिस देकर निविदा निरस्त (Repudiate) किया जा सकेगा।
- 9- यदि उपकरणों की चोरी या किसी अन्य प्रकार का नुकसान होता है तो उसकी जिम्मेदारी इस कार्यालय की नहीं होगी। अतः यदि निविदाकार चाहे तो उपकरणों का बीमा करवा सकता है।
- 10- कम्प्यूटर सेवाओं के लिये किसी भी प्रकार का अग्रिम का भुगतान नहीं किया जावेगा।
- 11- भुगतान मासिक तौर पर महीना समाप्ति के बाद संतोषप्रद रूप से कार्य सम्पन्न किये जाने पर ऑन लाईन किया जायेगा तथा वसूलियां यदि कोई हो तो उन्हें प्रभावित किया जायेगा।
- 12- समस्त विधिक कार्यवाही, यदि संस्थित किया जाना आवश्यक हो तो किसी भी प्रकार पक्षकार (संबंधित विभाग व ठेकेदार) द्वारा राजस्थान में स्थित न्यायालयों में ही पेश की जाएगी, अन्य स्थान पर पेश नहीं की जाएगी।
- 13- करों की कटौती नियमानुसार की जायेगी।
- 14- निविदा को बिना कोई कारण बताये स्वीकृत/निरस्त करने का अधिकार अधोहस्ताक्षरकर्ता के पास सुरक्षित है।
- 15- सामान्य वित्तीय एवं लेखा नियम एवं राजस्थान लोक उपापन में पारदर्शिता अधिनियम-2012 एवं नियम-2013 की पालना अनिवार्य है।

जिला निर्वाचन आधिकारी
(कलक्टर) अजमेर

मैं/हम उक्त शर्तों पर कार्य करने हेतु सहमत हूँ/हैं।

निविदादाता के हस्ताक्षर

नाम-----

पता-----

मोबाईल नंबर-----

Specification of package i.e. computers (along with trained personnel) will be as under :-

1- Machine Specifications

(a) **Compter** – Intel Core i3 /Equivalent AMD Computer or higher speed, RAM 2/4 GB or higher, Hard disk 250 GB or more, 15" Monitor/TFT or bigger,, 10/100/1000 Mbps LAN Card, CD/DVD Writer, Standard Keyboard, Optical Mouse, Standard Serial, parallel & USB ports Windows 7 or higher, Anti Virus, Preinstalled MS Office. Responsibility of software license will be borne by the contractor.

(b) **Printer** – Black and white laser printer with speed 15 ppm or more. For specific needs, dotmatris/inkjet printer may be taken in lieu of laser printer.

(c) **UPS-** Online/Offline UPS for above Computer and Printer with 30 minutes battery backup.

2- Manpower – The personnel should be graduate, should have knowledge to operate computer in Windows/Linux environment, good knowledge/practice in Word Processōr, Spread Sheets and internet operations and other office related computer operations and should have sufficient speed of typing in Hindi and English.



जिला निर्वाचन अधिकारी
(कलक्टर) अजमेर

मैं/हम उक्त स्पेसिफिकेशन अनुसार मशीन, प्रिन्टर एवं यू.पी.एस. लगाने एवं उक्त मेन पावर की योग्यता अनुसार ही ऑपरेटर उपलब्ध कराने हेतु सहमत हूँ एवं हैं।

निविदादाता के हस्ताक्षर

नाम-----

पता -----

मोबाईल नंबर-----

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, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

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

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

Date:

Place:

Signature of bidder

Name :

Designation:

Address:

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) Filing an appeal

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

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

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

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

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

(4) Appeal not to lie in certain cases

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

- (a) determination of need of procurement;

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

(5) Form of Appeal

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

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.