

कार्यालय जिला निर्वाचन अधिकारी (कलक्टर) अजमेर

क्रमांक : प. () / जिनिअ / 2018 / 182

दिनांक :- 8/1/18

सीमित निविदा सूचना

लोकसभा उपचुनाव-2018 हेतु निम्न सामग्री की आपूर्ति करने हेतु पंजीकृत एवं प्रतिष्ठित फर्मों से मोहरबन्द निविदाएं दिनांक 10.01.2018 को दोपहर 3.00 बजे तक आमंत्रित की जाती है।

क्र.सं.	सामग्री का नाम	अनुमानित राशि
1.	मिनरल वाटर 1/2 लीटर की बोतल	190000/-
2.	मिनरल वाटर 1 लीटर की बोतल	
3.	मिनरल वाटर कैन 15 लीटर	

प्राप्त निविदाओं को उसी दिन दोपहर 4.00 बजे गठित कमेटी द्वारा उपस्थित निविदादाताओं/उनके प्रतिनिधियों के समक्ष खोला जायेगा।

क्रमांक : प. () / जिनिअ / 2017 / 182

प्रतिलिपि :-

1. उपजिला निर्वाचन अधिकारी (अति.कलक्टर), अजमेर
2. जिला रसद अधिकारी, अजमेर
3. कोषाधिकारी, अजमेर
4. वरिष्ठ लेखाधिकारी, कलक्टरेट, अजमेर
5. तहसीलदार, चुनाव अजमेर
6. डी.आई.ओ., एन.आई.सी., अजमेर
7. लेखाकार कार्यालय हाजा
8. सूचना पट्ट कार्यालय हाजा / सूचना केन्द्र अजमेर।
9. गैसर्स.....

जिला निर्वाचन अधिकारी
(कलक्टर) अजमेर

दिनांक :- 8/1/18

उप जिला निर्वाचन अधिकारी
(अति.कलक्टर) अजमेर

निविदा का प्रारूप एवं शर्तें

क्र.सं.	वस्तु का नाम मय साईज	बोलीदाता द्वारा दी जाने वाली दर प्रति नग (सभी कर व व्यय सहित)
1	मिनरल वाटर 1/2 लीटर की बोतल	
2	मिनरल वाटर 1 लीटर की बोतल	
3	मिनरल वाटर कैन 15 लीटर	

- 1- बोली शर्तों का पूर्ण अध्ययन करके ही बोली दरें देवें। लिफाफे पर बोली बाबत "मिनरल वाटर बोतल एवं वाटर कैन प्रदायगी लोकसभा उपचुनाव-2018" लिखा होना अनिवार्य है।
- 2- सभी प्रकार के कर एवं व्यय सम्मिलित करते हुए दरें देनी होगी।
- 3- मिनरल वाटर बोतल/ कैन राजकीय पोलोटैक्निक कॉलेज अजमेर एवं अन्य निर्देशित स्थानों पर पहुंचाने होंगे। इस हेतु लाने व ले जाने का किराया अलग से देया नहीं होगा।
- 4- टूट-फूट विकृत होने, चोरी होने, आग लगने आदि से होने वाली हानि के लिये यह कार्यालय जिम्मेदार नहीं होगा।
- 5- बोली की शर्तों की पूर्ण पालना हेतु बोलीदाता बाध्य होगा।
- 6- सफल बोलीदाता को कोई अग्रिम भुगतान नहीं किया जायेगा।
- 7- बोलीदाता किसी भी कार्य के भाग को किसी अन्य एजेन्सीज को नहीं सौंप सकेगा।
- 8- सशर्त निविदा मान्य नहीं होगी।
- 9- सभी विवादों का न्याय क्षेत्र अजमेर होगा।
- 10- करों की कटौती नियमानुसार की जावेगी।
- 11- उक्त दरें दिनांक 31-03-2018 तक मान्य होगी।
- 12- संलग्न परिशिष्ट ए से डी की पूर्ति कर निविदा के साथ प्रस्तुत की जानी है।
- 13- उच्चतर दर की या निम्न दर की निविदा स्वीकृत या अस्वीकृत करने का पूर्ण अधिकार अधोहस्ताक्षरकर्ता को होगा।
- 14- सफल निविदादाता को कोई अग्रिम भुगतान नहीं किया जायेगा।
- 15- अन्य सभी शर्तें सामान्य वित्तीय एवं लेखा नियम तथा राजस्थान लोक उपापन में पारदर्शिता नियम 2013 एवं अधीनियम 2012 के अनुसार होगी
- 16- अनुमोदित निविदादाता को 500/- के स्टाम्प पेपर पर अनुबन्ध भर कर प्रस्तुत करना होगा।

मैंने उपरोक्त बोली की वर्णित शर्तें 1 से 16 तक को अच्छी तरह पढ़ लिया है जिससे मानने हेतु फर्म/बोलीदाता सहमत है।

बोलीदाता के हस्ताक्षर मय सील

नाम _____

पूर्ण पता _____

मोबाईल नंबर _____

दूरभाष नंबर _____

फ़िराग लीग सुफ़िरिबल फ़िराग लीग

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

वे उदर निर्देशों की कठोरता से पालन सुफ़िरिबल करायें।

संलग्न: Annexure A to D

₹/-

(अखिल अर्थी)

शासन सचिव, फ़िरा (बुलर)

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 intimidating 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's interests that could improperly influence that party's performance of its contractual 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 contract;
 - d. have a relationship with each other, directly or through a common third party, that puts them in a position to have access to information about or influence on the Bid of another Bidder that could influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in which the Bidder's participation by a Bidder in more than one Bid will result in a disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the subcontractor or 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 for the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or to be hired) by the Procuring Entity as engineer, architect or consultant for the contract.

Annexure B: Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my own bid submitted to in response to their Notice Inviting Procurement of I/We hereby declare under Section 10(1) of the Public Procurement Act, 2001 that I/We have not been declared ineligible to participate in the procurement process by the Procuring Entity.

I/We have not been declared ineligible to participate in the procurement process by the Procuring Entity.

I/We have not been declared ineligible to participate in the procurement process by the Procuring Entity.

I/We have not been declared ineligible to participate in the procurement process by the Procuring Entity.

I/We have not been declared ineligible to participate in the procurement process by the Procuring Entity.

Signature of Bidder
Name
Registration No.
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 under Orders

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 manner 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 of appeal 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 decision passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file an appeal to Second Appellate Authority specified in the Bidding Document in the period 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 be brought in any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;

5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
7. Prayer:

Place
 Date

Appellant's Signature

Annexure D - Additional Conditions of Contract

1. Correction of arithmetical errors
 Provided that a time bid shall be summarily responsive, the Procuring Entity will correct arithmetical errors during evaluation of financial bids on the following basis:

- A. In case of a bid in which the unit price and quantity are correct but the total price is incorrect, the unit price and quantity shall be correct and the total price shall be corrected to fit in the correct unit price and quantity. In such a case, the corrected total price shall be used for award purposes.
- B. In case of a bid in which the unit price and quantity are incorrect but the total price is correct, the unit price and quantity shall be corrected to fit in the correct total price. In such a case, the corrected unit price and quantity shall be used for award purposes.

If the Bidder is not satisfied with the correction of the Procuring Entity, the Bidder may file a written appeal with the Procuring Entity within the time specified in the Bidding Documents. The Procuring Entity shall have the right to reject the appeal if it is not supported by evidence. The Procuring Entity shall have the right to reject the appeal if it is not supported by evidence.

2. Payment: LADDS Right to No. 1 Certificate
3. All the above conditions of contract shall apply to the Bidder who

12/21

unless originally specified in the Bidding Documents may be increased or decreased by a specified percentage. But not increase or decrease shall not exceed twenty percent of the quantity specified in the Bidding Documents. It shall be without any effect in the final phases of order terms and conditions of the Bid and if conditions of contract.

If the Procuring Entity does not procure any subject matter of an appeal or purchase less than the amount specified in the Bidding Documents, the Procuring Entity shall be liable to the Supplier for the amount of any claim of compensation in respect of award procedure in the Bidding Documents.

3. In case of procurement of kinds or services of limited quantities or by purchase order, the Procuring Entity shall be liable to the Supplier for the amount of any claim of compensation in respect of award procedure in the Bidding Documents. However, the additional quantity shall not be more than 25% of the value of kinds or services specified in the Bidding Documents. It shall be without any effect in the final phases of order terms and conditions of the Bid and if conditions of contract.

If the Procuring Entity does not procure any subject matter of an appeal or purchase less than the amount specified in the Bidding Documents, the Procuring Entity shall be liable to the Supplier for the amount of any claim of compensation in respect of award procedure in the Bidding Documents.

3. In case of procurement of kinds or services of limited quantities or by purchase order, the Procuring Entity shall be liable to the Supplier for the amount of any claim of compensation in respect of award procedure in the Bidding Documents. However, the additional quantity shall not be more than 25% of the value of kinds or services specified in the Bidding Documents. It shall be without any effect in the final phases of order terms and conditions of the Bid and if conditions of contract.

If the Procuring Entity does not procure any subject matter of an appeal or purchase less than the amount specified in the Bidding Documents, the Procuring Entity shall be liable to the Supplier for the amount of any claim of compensation in respect of award procedure in the Bidding Documents.

- (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**

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 10]

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

Appeal No. of

Before the (First / Second Appellate Authority)

1. A Bidder

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 continuation 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. Name and address of the appellant:

6. Name and address of the respondent(s):

7. Name and address of the appellant's representative:

- (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 them and
 - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - (c) After hearing the parties present or inspection of them and after examining the relevant records or copies thereof relating to the matter: