

Website: www.rsmssb.rajasthan.gov.in

Tel.: 0141-2722520

क्रमांक:- पं.3(52)R.S.S.B/स्टोर/Photostate work/2020-21/

दिनांक:- ० ९ 💍 🗷 💍

खुली निविदा सूचना (2021-22/04)

राजस्थान कर्मचारी चयन बोर्ड, जयपुर में फोटोस्टेट कार्य के लिए फोटोस्टेट मशीन मय ऑपरेटर हेतु एक वर्ष के लिए दर संविदा हेतु पंजीकृत फर्मी/अनुभवी फर्मी/राजकीय कार्यालयों में सेवा प्रदाता फर्मी से निर्धारित प्रपत्र पर सीलबंध निविदा आमंत्रित की जाती है:—

विवरण	अनुमानित राशि (लाख में)	बोली प्रतिभूति राशि (रु.में)	बिड प्रपत्र उपलब्ध होने की दिनांक एवं	बिड प्राप्ति की अंतिम दिनांक व समय	बिड खोलने की तिथि व समय
			प्रपत्र मूल्य		
फोटोस्टेट कार्य के	5.00	एनेक्सर ''ई''	दि.09/09/21	दि श 09 21	वि21/09/21
लिए फोटोस्टेट मशीन		अनुसार	रुपये 400 /-	मध्याह्न पश्चात्	मध्याह्ने पश्चात्
मय ऑपरेटर		50 / - रूपये		1:00 तक	4:00
		स्टाम्प पर			
		घोषणा पत्र			

बिड प्रपत्र एवं शर्ते www.rsmssb.rajasthan.gov.in एवं http:sppp.raj.nic.in पर भी उपलब्ध है। वेबसाईट से डाउनलोड किये गए प्रपत्र की स्थिति में बिड शुल्क रू. 400/— का बैकर्स चैक/डी.डी. एवं बोर्ड कार्यालय से खरीदे गये प्रपत्र की स्थिति में नगद जमा रसीद संलग्न करना आवश्यक हैं। सचिव, राजस्थान कर्मचारी चयन बोर्ड, जयपुर के नाम देय, डिमाण्ड ड्राफ्ट/बैंक चेक के माध्यम से निविदा शुल्क रोकड़ शाखा में जमा करवाकर, प्रपत्र प्राप्त किया जा सकता हैं। निविदा प्रपत्र डाक से मंगवाने पर डाक खर्च रूपयें 50/— अलग से देय होगा।

ू सचिव



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Website: www.rsmssb.rajasthan.gov.	.iii Ci. , U141-Z//// 7/11

विड प्रपत्र नं : खुली निविदा सूचना (2021–22/04) विड जमा कराने की अंतिम तिथि : २१ | ०९ | ३ | अपरान्ह : 1.00 तक

विडप्रपत्र का मृत्य : 400 /-

तकनीकी निविदा

	Rate Contract for Photostate work with Operator के लिये निविदा
1.	१९७ अरप्प करने वाला फेम की नाम :
	र्रामिन मानाईल मनर देव डीक की तथी :

	वक का नाम :
~	(1/31 dv Jid) 1600 O 1
z. 3.	ार प्राप्त प्राप्त पर १३ - चावव राजस्थान कमचारा चरान हात् त्नामच
٥. 4.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
۳.	140 첫(4) 41 (11전 400 / - (전 전단 전단 세 세점) 급하는 JUST JUST JUST JUST JUST JUST JUST JUST
	डी.डी. / बैंकर्स चैक संख्या के द्वारा जमा करा दी गयी है / संलग्न है। राज्य लोक
	खपापन पोर्टल से बिंड प्रपत्र डाउनलोंड करने पर बिंड शुल्क की राशि पृथक से डी.डी./बैंकर्स चैक द्वारा भुगतान की जानी है।
5.	हम राजस्थान कर्मचारी चगन होर्न जगांच उप उस्ते के क
	में वर्णित सभी शर्तों से तथा संलग्न शीट में दी गयी उक्त निविदा सूचना की अतिरिक्त शर्तों से वाध्य होना स्वीकार करते हैं। (इनके सभी पृष्ठों पर उनमें उल्लेखित शर्तों को हमारे द्वारा स्वीकार किये जाने के प्रमाणमें हमने हस्ताक्ष्य करा निर्मे हैं।
	प्रमाणमें हमने हस्ताक्षर कर दिये हैं।
3.	फर्म द्वारा आदेश प्राप्त करने के दिनांक से आदेश में उल्लेखित अवधि के भीतर (3 दिवस) में कार्य संपादित
	tatal offile 61
7.	वित्तीय निविदा में उद्धृत की गयी दरें अनुबंध की तिथि से एक वर्ष तक के लिये विधिमान्य है। इस अवधि को
	भारतारक राह्मात के आधार पर RIPE नियमनिसार बढाया जा करतेगा।
3.	बाला प्रातिभात साथ के स्थान पर वित्त (सामान्य विनीय एवं लेखा नियम) जिल्हा ने नियम
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	र प्राप्त पर वापणा पत्र प्रश्ति करना होगा एवं एनक्सर "र" म राणित कर्ना के कार्यात कर के कि
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О.	राजवंभव विचाना तथा स्वायतशासा संस्थाओं में अनुभव का विवरण (काराटिश की कारापानि सन्यन करें)
ļ	क्र.सं राजकीय विभागों तथा स्वायतशासी संस्थाओं का नाम अवधि
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1.	निविदा पर हस्ताक्षर फर्म से अधिकृत व्यक्ति द्वारा किए जावें।
۷.	विंड शुल्क जमा/संलग्न नहीं होने एवं बोली प्रतिभूति राशि के स्थान पर वित्त (सामान्य वित्तीय एवं लेखा नियम)
	1911 9' 91(9) 809(0) VO 2011(de) / (dillilezi - frantificati - /o.a (dillilezi - frantificati - /o.
	एनेक्सर "ई" अनुसार 50/- रूपये के स्टाम्प पर घोषणा पत्र संलग्न नहीं होने पर बिंड पर विचार नहीं किया
	e11 - 11
w.	बिडदाता अपनी अन्य कोई शर्त अंकित नहीं करें। यदि अन्य शर्त अंकित की जाती है तो बिड को अस्वीकृत

निविदादाता के हस्ताक्षर मय सील



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खुली निविदा के लिये निविदा एवं संविदा शर्तें

**टिप्पणी :— निविदादाताओं को इन शर्तों को सावधानीपूर्वक पढ़ना चाहिए तथा अपनी निविदाएं भेजते समय इनकी पूर्णरूपेण पालना करनी चाहिए।

- 1. ''वित्तीय निविदा'' के सीलबंद लिफाफे पर ''Rate Contract for Photostate work with Operator'' के लिये निविदा लिखना अनिवार्य होगा।
- 2. प्रारम्भ में अनुबंध अविध एक वर्ष के लिए होगी। सेवा संतोषजनक होने पर परस्पर आपसी सहमति से अविध तीन माह तक RTPP नियमानुसार बढ़ायी जा सकती हैं।
- 3. बोर्ड कार्यालय में एक फोटोस्टेट मशीन मय ऑपरेटर लगानी होगी। जो नये मॉडल की होनी चाहिए। जो निरन्तर कार्य करती रहें। कार्य की अधिकता होने की स्थिति में अतिरिक्त फोटोस्टेट मशीन लगाकर कार्य करना होगा। जिसके लिए अलग से कोई किराया देय नहीं होगा। कार्य की अधिकता के कारण कार्यालय समय के बाद एवं अवकाश में भी कार्य करना पड़ सकता है।
- 4. मशीन खराब होने पर स्वयं के खर्च पर तुरन्त रिपेयर करानी होगी एवं दो घण्टे के अन्दर रिपेयर नहीं होने पर कुल बिल की राशि से 1 प्रतिशत की कटौती की जावेगी।
- 5. बोर्ड कार्यालय द्वारा केवल मशीन के लिए स्थान, बिजली, टेबिल, कुर्सी उपलब्ध करवाई जावेगी तथा समस्त मशीन का रखरखाव / टोनर, स्याही, ऑपरेटर, पेपर (अच्छी क्वालिटी 75 जीएसएम न्यूनतम) एवं फोटोस्टेट कार्य की व्यवस्था निविदादाता द्वारा की जावेगी।
- 6. अनुबंध को समाप्त करने का पूर्ण अधिकार अद्योहस्ताक्षरकर्त्ता के पास सुरक्षित हैं। इसके लिए कारण बताया जाना आवश्यक नहीं है।
- 7. भुंगतान हेतु मीटर रिडिंग एवं अनुमोदित सप्लायर द्वारा रखे गये पत्र दोनों का मिलान सही पाये जाने पर मासिक भुगतान किया जावेगा। नियमानुसार आयकर की TDS कटोती की जावेगी।
- 8. किसी भी कारण से निविदादाता फर्म द्वारा फोटोस्टेट कार्य न कर पाने की स्थिति में बोर्ड द्वारा अन्यत्र करवाए गए फोटो स्टेट कार्य का हर्जा—खर्चा निविदादाता फर्म द्वारा वहन किया जाएगा।
- 9. सफल निविदादाता को 500/-रु. के नॉन-ज्यूडिशियल स्टाम्प पेपर पर अनुबंध संपादित करना होगा तथा नियमानुसार रु. 12,500/- कार्य संपादन प्रतिभूति के रुप में जमा करानी होगी। राशि नगद या डिमाण्ड ड्राफ्ट के माध्यम से " सचिव, राजस्थान कर्मचारी चयन बोर्ड, जयपुर" के नाम प्रस्तुत करते हुए जमा करानी होगी।
- 10. यदि निविदादाता विर्निष्ट के समय के भीतर कार्य संतोषजनक न कर पाये तो विभागीय अधिकारी को यह हक होगा कि वह निविदादाता को सूचना दिये बिना निविदाकार के हिसाब में और उसकी जोखिम पर अल्य फर्म/व्यक्ति से कार्य करावें। निविदाकार का विफल रहने के कारण होने वाली हानि या नुकसान का उत्तरदायित्व निविदाकार का ही होगा। परन्तु निविदाकार को इसके फलस्वरुप किये गये कार्य के होने वाले लाभ का अधिकार नहीं होगा। निविदाकार से ऐसी हानि या नुकसान की वसूली की कार्यवाही नियमानुसार की जाऐगी।
- 11. निविदादाता को प्रति पृष्ठ दर GST व अन्य समस्त करों सहित प्रस्तुत करनी होगी।

- 12. सफल निविदादाता द्वारा संतोषप्रद रूप से कार्य नहीं करने पर उनके द्वारा जमा कराई गई सुरक्षित राशि जब्त करते हुए उनकी रिस्क एवं कोस्ट पर अन्य फर्म से कार्य करवा लिया जावेगा।
- 13. बोर्ड कार्यालय का कार्य गोपनीय प्रकृति का होने के कारण सफल निविदाकार को गोपनीयता बनाये रखनी होगी। गोपनीयता भंग होने पर नियमानुसार कार्यवाही की जावेगी।
- 14. निविदादाता को अथवा उनके किसी व्यक्ति/कर्मचारी को बोर्ड परिसर/भवन में स्थापित मशीन के रख-रखाव के दौरान किसी शारीरिक क्षति होती है तो विभाग की इसमें कोई जिम्मेदारी नहीं होगी।
- 15. कार्य संतोषप्रद नहीं होने की स्थिति में बिना किसी पूर्व सूचना के ठेकेदार/निविदादाता का ठेका निरस्त कर दिया जाऐगा।
- 16. निविदादाता का निविदा और करार की शर्तो और प्रतिबंधों की स्वीकृति के प्रतीक स्वरुप निविदा प्रपत्र के प्रत्येक पृष्ठ के अंत में हस्ताक्षर करने होगें।
- 17. उपरोक्त शर्तो के अलावा निविदा में किन्ही भी अन्य शर्तो पर विचार नहीं किया जावेगा।
- 18. लागु होने की दशा में GSTजमा करवाकर प्रमाण पत्र प्रस्तुत करने पर भुगतान किया जावेगा। किसी भी बिड अथवा समस्त बिडों को बिना कारण बतायें निरस्त करने का अधिकार सचिव, राजस्थान कर्मचारी चयन बोर्ड, जयपुर का होगा।
- 19. बिड सम्बन्धित किसी भी निर्णय के विरूद्ध प्रथम अपील अध्यक्ष, राजस्थान कर्मचारी चयन बोर्ड, जयपुर एवं द्वितीय अपील शासन सचिव (कार्मिक) शासन सचिवालय, जयपुर को की जा सकेगी।
- 20. किसी भी विवाद का न्याय क्षेत्र जयपुर होगा।
- 21. इस निविदा एवं अनुबंध के संबंध में अन्य शर्तें एवं नियम जिनका उपर उल्लेख नहीं किया गया है, राजस्थान लोक उपापन में पारदर्शिता नियम 2012 एवं 2013 के प्रावधानों के अनुसार होगी।

मैंने राजस्थान कर्मचारी चयन बोर्ड, जयपुर की समस्त शर्तों का अध्ययन कर लिया है तथा मैं इनसे सहमत हूं एवं इनका पालन करने का वचन देता हूं। तथा निर्धारित परिशिष्ट A, B, C, D and E में घोषणा हस्ताक्षर कर संलग्न कर दी गई है।

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पूर्ण	पता		· • • • • • • • • • • • • • • • • • • •	

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 include in any collusion, Bid rigging or anti-
- (d) not misuse any information shared between the procuring Entity and the Bidders with ann 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 buy not limited to:
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy form any of from 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 rela	ntion to my/our Bid submitted tofor procurement of
In res	ponse to their Notice Inviting Bids No
 1. 2. 3. 4. 5. 	I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity; 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; 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 proceeding for any of the foregoing reasons; 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 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	Comment of the second definition of the Management of the Second and American and the Second and the Second and the Second and Secon
(1) Filling 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 there under, 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 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 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 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 matters, namely:-

- (a) Determination
- (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 may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized 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 parites to appeal present before him; and
 - (ii) persue 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.

N	Iemorandum of Appeal under the Rajasthan Transparency in Public Procurement
A	Act, 2012 ppeal Noof
	efore the(First/Second Appellate Authority)
	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
	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:
í.	If the Appellant Proposes to be representative:
š.	Number of affidavits and documents enclosed with appeal:
).	Ground of appeal:
	(Supported by an affidavit)
•	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.
- (ii) In cased 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.

Form of Bid-Securing Declaration

stipulate that no such withdrawal is permitted. Signed: Name: Un the capacity of: Duly authorized to sign the bid for and on behalf of:	Date:
We, the undersigned, declare that: We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we are required to pay the bid security amount specified in the terms and Condition of Bid, in the following eases, namely: (a) when we withdraw or modify our bid after opening of bids; (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period; (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified; (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules. In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity. We understand this Bid Securing Declaration shall expire if: (i) we are not the successful Bidder; (ii) the execution of agreement for procurement and performance security is furnished by us in case we successful bidder; (iii) the cancellation of the procurement process; or (x) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted. Signed: Name: Name:	
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of the Joint Venture that is submitting the bid.]



Website: www.rsmssb.rajasthan.gov.in Tel.: 0141-2722520

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