

## BID INTRODUCTION

1-	The number of the invitation to Bid is	: NIB NO. 02. Dated 24-01-2024
2-	The Procuring Entity is	: Principal, Government Dungar College Bikaner
3-	The Goods to be procured are & Period	: Procurement of Skilled Labour Supply amount 9,99,000/- for Principal (GDC) one year as per work order
4-	The price of the Bidding Document	:Rs. 500/- by way Demand Draft/Banker's Cheque in the name of Principal Government Dungar College bikaner
5-	For clarification purposes only, the Procuring Entity's address is	: Principal, Government Dungar College Vyas Colony, Bikaner 334001 Email: dungarcollegebikaner334001@gmail.com Phone No. 0151-2528036
6-	The language of the Bid is	:English& Hindi
7-	The bidder shall submit with its bid	:Mentioned at Bid Check list
8-	Bid security(Earnest money)	:The amount of Bid Security shall be Rs 19980 i.e. 2% of Estimated value of offered quantity. Bid Security Demand Draft/ Banker's Cheque in the name of Principal Government Dungar College bikaner
9-	Receiving of Bids Documents by Bidder	Up to 12:00 PM on 30-01-2024 on Rajasthan Government's Portal <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> OR office of Principal Government Dungar College bikaner
10-	Submission of Bids	:Up to 05:00 PM on 30-01-2024 at Principal Government Dungar College Bikaner
11-	Opening of Bids	:At 11:15 AM on 31-01-2024 At Office of Principal Government Dungar College bikaner

12- (a) The Designation and Address of First Appellate Authority- Commissioner, College Education department Jaipur

(b)The Designation and Address of Second Appellate Authority - Secretary, Higher and Technical Education department Rajasthan, Jaipur

I/We ( Name of the person) in the capacity of (Designation as bidder have read the introduction, NIB and all the condition of Bid annexed here to carefully and agree to abide by all the condition and have digitally signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as below:

Signature of Bidder

कार्यालय प्राचार्य, राजकीय डूंगर महाविद्यालय, बीकानेर  
बोली पत्र कुशल श्रमिक आपूर्ति सेवा हेतु

1	बोलीदाता/संवेदक का नाम	
2	डाक का पता मय मोबाईल नम्बर	
3	ई-मेल	
4	बैंक का नाम मय आईएफएससी कोड	
5	खाता संख्या	

6. बोलीदाता/संवेदक द्वारा निम्नलिखित पंजीकरण का विवरण निर्धारित, कॉलम्स में प्रस्तुत किया जायेगा तथा पंजीकरण प्रमाण पत्रों की स्वहस्ताक्षरित प्रति बोली दस्तावेजों के साथ लगानी होगी :-

क्र.सं.	विवरण	रजि०संख्या	वर्ष	पंजीकरण दिनांक	संलग्नक क्रमांक
1	कर्मचारी भविष्य निधि अधिनियम 1952				
2	कर्मचारी राज्य बीमा अधिनियम 1948				
3	वस्तु एवं सेवाकर (GST)				
4	आयकर (पैन नम्बर)				
5	राजस्थान दुकान एवं वाणिज्यिक संस्थान अधिनियम 1958 अथवा इण्डियन पार्टनरशिप एक्ट 1932 अथवा इण्डियन कम्पनी एक्ट 1956 के अन्तर्गत				
6	राजस्थान अनुबन्धित श्रमिक (नियमन एवं उन्मूलन) अधिनियम 1970 (यदि लागू हो तो)				

7. बोलीदाता/संवेदक द्वारा गत 3 वित्तीय वर्ष (2020-21, 2021-22 एवं 2022-23) में केन्द्र/राज्य के राजकीय विभाग/उपक्रम/स्वायत्त संस्थाएं/परियोजनाएं/बोर्ड/समिति/आयोग/बैंकों में उपलब्ध करवाये गये श्रमिक द्वारा कार्य पूर्ण करने का अनुभव प्रमाण पत्र (**कार्यादेश मान्य नहीं होगा**) एवं किसी एक वित्तीय वर्ष में न्यूनतम टर्न ओवर 3 लाख रुपये होना चाहिए, की प्रति बोली दस्तावेजों के साथ आवश्यक रूप से संलग्न करवाना आवश्यक है। साथ ही माह मार्च 2021, मार्च 2022, मार्च 2023 **तीनों माह** के **जी.एस.टी/ई.एस.आई.सी/ई.पी.एफ. जमा करवाने का साक्ष्य** बोली के साथ प्रपत्रों में संलग्न करना अनिवार्य होगा।

क्र.	विभाग/संस्थान का नाम	उपलब्ध करवाये गये श्रमिक की संख्या अथवा करवाये गये कार्य एवं आदेश संख्या	उपलब्ध करवाये गये श्रमिकों/कार्य की समयावधि	संबंधित संस्थान/विभाग से जारी संतोषजनक सेवा का प्रमाण पत्र का अंकन ( <b>संलग्न संस्थान का अनुभव प्रमाण पत्र</b> )
1				
2				
3				

8. निविदा प्रपत्र राशि का विवरण बैंकर्स चैक/डीडी संख्या ..... दिनांक.....राशि ..... एवं प्रतिभूति राशि का विवरण बैंकर्स चैक/ डीडी संख्या ..... दिनांक.....राशि .....
9. संलग्न सभी प्रपत्रों पर हस्ताक्षर मेरे द्वारा/निविदादाता द्वारा कर दिये गये हैं।
10. विभाग द्वारा चाहे गये संबंधित अनुज्ञा पत्र/रजिस्ट्रेशन बिन्दु सं 6 व 7 की प्रति स्वयं द्वारा प्रमाणित कर संलग्न कर दी है।
11. बोलीदाता द्वारा प्रस्तुत किया जाने वाला सर्विस चार्ज प्रति कार्य बिन्दु (प्रति श्रमिक) प्रति माह 01 रुपये (एक रुपये) से कम नहीं होना चाहिए।

बोलीदाता के हस्ताक्षर मय सील

## कार्यालय प्राचार्य, राजकीय जूँगर महाविद्यालय, बीकानेर

### बोली पत्र कुशल श्रमिक आपूर्ति सेवा हेतु

1. बोलीदाता/संवेदक का नाम : .....
2. पूर्ण पता मय .....
3. मोबाईल नम्बर : .....
4. ई-मेल आई.डी. ....
5. हम निविदा सूचना संख्या ..... दिनांक ..... में उल्लेखित सभी शर्तों का पालन करने के लिये सहमत हैं।
6. निविदा सूचना के साथ संलग्न दस्तावेजों पर हमारे द्वारा उल्लेखित शर्तों की स्वीकृति के लिये हस्ताक्षर कर दिये गये हैं।
7. श्रमिक आपूर्ति सेवा के लिये दरें निम्नानुसार हैं :

क्र. सं.	कार्य की प्रकृति	कार्य हेतु आवश्यक मानव संसाधन की अनुमानित संख्या	श्रम विभाग द्वारा निर्धारित न्यूनतम मजदूरी	सेवा प्रदाता द्वारा प्रस्तुत प्रति व्यक्ति प्रति माह दर	EPF दर प्रतिशत	ESI दर प्रतिशत	सेवा प्रदाता का सर्विस चार्ज राशि प्रति व्यक्ति प्रति माह	कुल राशि प्रति व्यक्ति प्रति माह
1	2	3	4	5	6	7	8	9
1	मेट्रन-03 बागवान-03 प्लांबर-1 इलैक्ट्रीशियन-1 कैयर टेकर-1	कुशल -9 (पूर्णकालिक)	8034 /- प्रति माह (309 प्रतिदिन)		(12% or as per rule)	(3.25% or as per rule)		

नोट :- बोलीदाता द्वारा कॉलम संख्या 5, 8 व 9 की पूर्ति स्पष्ट एवं सुपाद्य बिना कंटिंग (यदि कंटिंग हो तो लघु हस्ताक्षर एवं मोहर लगाकर कर प्रमाणित करें) प्रति माह प्रति व्यक्ति की दर प्रस्तुत की जावें।

बोलीदाता के हस्ताक्षर

मय सील

## कार्यालय प्राचार्य, राजकीय ढूँगर महाविद्यालय, बीकानेर

### घोषणा पत्र

खुली बोली की समस्त जानकारी/शर्तों का मैंने/हमने अच्छी तरह से अध्ययन कर लिया है। मैं/हम यह भी प्रमाणित करते हैं कि मैं/हम उक्त कार्य हेतु रजिस्टर्ड हैं और वास्तव में खुली बोली में चाहा गया व्यवसाय मेरे/हमारे द्वारा किया जाता है। राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 की धारा 46 एवं नियम, 2013 के नियम 39 के अनुसार राज्य सरकार या इस उपापन संस्था से अपात्रता के लिये विवर्जित (Debarred) नहीं है।

यदि यह घोषणा असत्य पायी जाती है तो किसी भी अन्य कार्यवाही जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना मेरी/हमारी बोली प्रतिभूति एवं कार्य निष्पादन प्रतिभूति को पूर्ण रूप से समपहरण/जब्ती (Forfeiture) कर किया जा सकेगी तथा खुली बोली को जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

बोलीदाता के हस्ताक्षर

मय सील

## निविदा, नियम व शर्तें :-

कार्य का नाम :- कुशल श्रमिक आपूर्ति सेवा एक वर्ष

1. उपर्युक्त तालिका के स्तम्भ संख्या 1 से 4, 6 एवं 7 की पूर्तियां इस कार्यालय द्वारा की जाकर बोली दस्तावेजों में ही अंकित कर उपलब्ध कराई गई है तथा केवल स्तम्भ 5, 8 से 9 में हर बोलीदाता द्वारा समुचित प्रविष्टियों का अंकन कर दरें प्रस्तुत की जायेगी।
2. बोलीदाता/संवेदक द्वारा दी गई पर राशि पर वस्तु एवं सेवाकर (जीएसटी) राशि अतिरिक्त देय होगी।
3. समस्त प्रपत्र, ड्राफ्ट, बैंकर चैक व अन्य समस्त कागजात जो निविदा में चाहे गये हैं, बोली के साथ बन्द लिफाफे में प्रस्तुत करना होगा।
4. मैं/हम प्राचार्य, राजकीय डूंगर महाविद्यालय बीकानेर द्वारा जारी की गई बोली आमंत्रण सूचना में वर्णित सभी शर्तों से तथा संलग्न बोली दस्तावेजों में दी गई उक्त बोली आमंत्रण सूचना के अतिरिक्त सभी शर्तों से बाध्य होना स्वीकार करने के लिये सहमत हूं।
5. निविदा प्रारूप नीली/काली स्याही के बॉलपैन से या टंकण से ही भरा जाएगा। पेंसिल से भरी गयी किसी भी निविदा पर विचार नहीं किया जाएगा। निविदादाता निविदा के प्रत्येक पृष्ठ पर हस्ताक्षर करेगा तथा अन्त में निविदा की समस्त शर्तों को स्वीकार करने के प्रमाण में हस्ताक्षर करेगा।
6. दरे शब्दों एवं अंको में लिखी जाएगी। इसमें कोई त्रुटियां (Errors) एवं उपरिलेखन नहीं होना चाहिए। यदि कोई शुद्धियां करनी हो तो स्पष्ट रूप से की जानी चाहिए एवं दिनांक सहित उन पर लघुहस्ताक्षर किये जाने चाहिए।
7. बोली प्रतिभूति राशि 19980/- रूपये का डिमाण्ड ड्राफ्ट/बैंकर्स चैक प्राचार्य, राजकीय डूंगर महाविद्यालय, बीकानेर के पक्ष में बनवाकर बोली के साथ संलग्न करना होगा। spps पोर्टल से निविदा प्रपत्र डाउनलोड करने पर निविदा प्रस्तुत करते समय निविदा प्रपत्र शुल्क 500/- का डिमाण्ड ड्राफ्ट/बैंकर्स चैक प्राचार्य, राजकीय डूंगर महाविद्यालय, बीकानेर के पक्ष में बनवाकर बोली के साथ संलग्न करना होगा। भरी हुई निविदायें दिनांक 30.01.2024 को 05.00 पीएम तक आवश्यक रूप से कार्यालय में जमा करवानी होगी। निश्चित समय के बाद प्राप्त होने वाली निविदाओं को स्वीकार नहीं किया जायेगा।
8. बोली दिनांक 31.01.2024 को 11.15 ए.एम. पर कार्यालय में उपस्थित बोलीदाता/संवेदक या उनके अधिकृत प्रतिनिधि के समक्ष उपापन समिति द्वारा खोली जायेगी।
9. किसी बोली को स्वीकार/अस्वीकार करने या किसी बोली को निरस्त करने का अधिकार उपापन समिति के पास सुरक्षित होगा।
10. श्रमिकों की संख्या में कमी/बेशी करने का अधिकार विभाग के हित में उपापन समिति के पास सुरक्षित होगा।
11. बोली प्रपत्र सीलबन्द लिफाफे में प्रस्तुत करने होंगे। यदि बोली की अर्हता पूर्ण नहीं होती है तो ऐसी स्थिति में बोली पर विचार नहीं किया जायेगा।
12. ईपीएफ/ईएसआई की वर्तमान दर बोली प्रपत्र में दी गयी है जिसमें किसी भी प्रकार का संसोधन होने पर संसोधित दरें लागू होगी।
13. मैं/हम प्राचार्य, राजकीय डूंगर महाविद्यालय, बीकानेर द्वारा जारी की गई बोली आमंत्रण सूचना में वर्णित सभी शर्तों से तथा संलग्न बोली दस्तावेजों में दी गई उक्त बोली आमंत्रण सूचना के अतिरिक्त सभी शर्तों से बाध्य होना स्वीकार करने के लिये सहमत हूं।

बोलीदाता के हस्ताक्षर मय सील

## कार्यालय प्राचार्य, राजकीय ढुंगर महाविद्यालय, बीकानेर

### निविदा, नियम व शर्त :-

कार्य का नाम :- कुशल श्रमिक आपूर्ति सेवा एक वर्ष

- 1 फर्म का श्रम विभाग, भविष्य निधि, राज्य बीमा निधि, जी.एस.टी., अन्य जो आवश्यक हो से पंजीयन, पैन नंबर होना आवश्यक हैं। फर्म के उक्त दस्तावेजों की स्वयं प्रमाणित फोटो प्रति संलग्न करे इसके अभाव में बोली को सम्मिलित नहीं किया जाएगा।
- 2 महाविद्यालय के सुचारु संचालन हेतु श्रम विभाग द्वारा घोषित कुशल (3+3+1+1+1=9) श्रेणी श्रमिकों की सेवाओं की कुल 9 कुशल श्रमिकों की सेवाओं की आवश्यकता है, जिनके द्वारा महाविद्यालय के महिला हॉस्टल में मेट्रन सम्बन्धी कार्य हेतु तीन महिला मेट्रन, विभिन्न बागों/पौधों में पानी देने हेतु तीन बागवान, महाविद्यालय में पानी की व्यवस्था हेतु एक प्लंबर, बिजली से संबंधित कार्य के लिए एक इलेक्ट्रिशियन एवं महिला प्रकोष्ठ में शिशु की देखभाल करने हेतु एक महिला केयर टेकर के सभी कार्य सम्पादित किये जायेंगे।
- 3 स्वीकृत बोलीदाता को सभी श्रमिकों की सेवाएँ प्रतिदिन कुल 8 घंटे देनी होगी, राजकीय अवकाश (प्रत्येक रविवार,) के दौरान अवकाश रहेगा। माह में कुल 26 दिन कार्य-दिवस अधिकतम होंगे। फर्म को अपना उपस्थिति रजिस्टर महाविद्यालय के कार्यालय में संधारित करना होगा। जिसके आधार पर उपस्थिति दिवसों का समय अनुसार उपस्थित रहने पर ही तदनुसार बिल की राशि का भुगतान पारित किया जायेगा।
- 4 श्रमिक सेवाओं हेतु श्रम विभाग द्वारा स्वीकृत दर कुशल श्रमिक की दर 309/- प्रति कार्य दिवस (अधिकतम 26 दिवस राशि रु. 8034/- प्रतिमाह) अनुसार न्यूनतम भुगतान देय होगा, तथा समय-समय पर श्रम विभाग द्वारा श्रमिक दरों के संशोधित होने पर नई दरों के अनुसार भुगतान देय होगा।
- 5 श्रम विभाग से स्वीकृत दर से कम बोली प्रस्तुत करने वाली फर्म की दरें स्वीकार्य नहीं होगी, ऐसी बोलियां निरस्त योग्य होगी।
- 6 बोली खोलने की दिनांक को यदि एक से अधिक फर्मों की बोलियों की न्यूनतम दर एक समान प्राप्त होती है, तो गठित समिति के द्वारा राजकीय विभाग का संतोषप्रद अनुभव, टर्नओवर एवं स्थानीय फर्म आदि की तुलना के आधार पर प्राथमिकता देते हुए निर्णय लिया जायेगा अथवा बोलियों के परीक्षण के उपरांत सभी फर्मों के प्रस्तुत प्रलेखों एवं अन्य कागजात (बोली फीस राशि, बोली धरोहर राशि, फर्म के पंजीयन प्रमाण-पत्र, अनुभव प्रमाण पत्र, टर्न आवर आदि) की जांच के पश्चात बोली का चयन किया जायेगा, सभी बोलियों के परीक्षण के उपरांत गठित क्रय समिति द्वारा निर्णय लिया जायेगा, जिसकी सूचना न्यूनतम दर बोली प्रस्तावकों को पत्र/दूरभाष द्वारा सूचित किया जावेगा, तथा उपस्थित बोली दाताओं के सम्मुख अन्तिम चयन बोली का निस्तारण किया जावेगा, जो सभी बोली दाताओं को स्वीकार होगा। एक समान न्यूनतम दर दाता फर्म को अनुपातिक रूप से भी कार्यादेश दिये जा सकते हैं। उक्त परिस्थितियों में समिति का निर्णय ही अन्तिम होगा।
- 7 स्वीकृत बोलीदाता द्वारा उपलब्ध कराये गये श्रमिक के द्वारा निम्नानुसार कार्य लिया जावेगा :- महाविद्यालय, महिला छात्रावास हेतु 3 महिला मेट्रन, एवं बागों में पानी देने, सुरक्षा हेतु 3 बागवान, पानी की व्यवस्था हेतु 1 प्लंबर, बिजली की व्यवस्था हेतु 1 इलेक्ट्रिशियन तथा 1 महिला प्रकोष्ठ में शिशु की देखभाल करने हेतु एक महिला केयर टेकर कुल 9 श्रमिकों की सेवाएँ ली जावेगी।
- 8 अंशकालीन श्रमिक यदि 4 घंटे से कम कार्य करता है, तो उसके न्यूनतम मजदूरी दर का 50 प्रतिशत तथा 4 घंटे से अधिक कार्य करने पर पूर्ण निर्धारित मजदूरी भुगतान देय होगा, स्वीकृत बोलीदाता फर्म को इसकी शतप्रतिशत पालना सुनिश्चित की जायेगी, श्रम विभाग द्वारा श्रमिक दरों में संशोधन होने पर उपलब्ध कराये गये श्रमिकों को संशोधित मजदूरी दर के अनुसार भुगतान किया जावेगा।

- 9 श्रमिक सेवा कार्य की अवधि कार्यादेश के अनुसार 1 वर्ष के लिए होगी । आवश्यकता पडने पर अवधि आगे बढ़ाई जा सकती है ।
- 10 बोली स्वीकृत हो जाने पर सात दिन के अन्दर प्रतिभूति की राशि 5 प्रतिशत जमा करवानी होगी, तथा बोली के अनुबन्ध के समय राशि रु. 500.00 पाचं सौ रूपये (फेस वेल्थू) के नॉन ज्यूडिशियल स्टाम्प पर कार्य प्रारम्भ करने से पूर्व बोलीदाता के स्वयं के व्यय पर करार का निष्पादन करना होगा ।
- 11 उक्त बोली में राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 की धाराएं एवं राजस्थान लोक उपापन में पारदर्शिता नियम 2013 के नियम लागू होंगे ।
- 12 महिला छात्रावास में महिला श्रमिक की सेवाएं उपलब्ध करवानी होगी, उक्त महिला श्रमिकों द्वारा मैट्रन सम्बन्धी कार्य सम्पादित किया जायेगा, महिला मैट्रन प्रत्येक 8-8 घंटे के अन्तराल के दौरान 3 महिला श्रमिक लगातर अपनी सेवाएं छात्रावास में देंगी ।
- 13 बागवान, प्लंबर, इलेक्ट्रिशियन एवं महिला केयर टेकर प्रत्येक श्रमिक को महाविद्यालय में 8 घंटे अपनी सेवाएं देनी आवश्यक होगी। आवश्यकता होने पर किसी भी समय ऑन कॉल उपस्थित होना होगा ।
- 14 ठेकेदार द्वारा लगाये गये महिला कर्मचारी की समस्त व्यक्तिगत सूचना मय पहचान पत्र निर्धारित समय पर प्राचार्य/प्रभारी को उपलब्ध करवाया जायेगा ।
- 15 बोली दाता को छात्रावास में महिला मैट्रन की सेवाएं महाविद्यालय के छात्रावास अवकाश के दौरान बन्द रहने पर बोलीदाता को भुगतान देय नहीं होगा ।
- 16 महिला श्रमिक द्वारा (मैट्रन कम गार्ड) हॉस्टल सफाई, सुरक्षा, पेयजल, बिजली, भोजन आदि समस्त व्यवस्थाओं के समस्त दायित्वों को निर्वहन करना। प्रातः एवं रात्रि कालीन व्यवस्था के अन्तर्गत निरन्तर छात्राओं की आवश्यक सुविधाओं एवं सुरक्षा का ध्यान रखना होगा ।
- 17 छात्रावास के समस्त शौचालयों एवं स्नानघरों की नियमित सफाई की देख रेख महिला मैट्रन द्वारा की जानी आवश्यक होगी ।
- 18 छात्रावास में महिला मैट्रन द्वारा छात्राओं की आवक-जावक रजिस्टर को संधारित करना ।
- 19 छात्रावास में महिला मैट्रन द्वारा छात्राओं के अभिभावक को छात्रावास की निर्धारित सीमा के अन्तर्गत ही प्रवेश की अनुमति देना ।
- 20 महिला मैट्रन एवं महिला केयर टेकर की न्यूनतम शैक्षणिक योग्यता 10वीं उत्तीर्ण होनी आवश्यक हैं ।
- 21 छात्रावास में महिला मैट्रन द्वारा आपातकालीन स्थिति अथवा आकस्मिक दुर्घटना की स्थिति में अविलम्ब वार्डन प्रभारी अथवा प्राचार्य को सूचना/जानकारी देना एवं उनके निर्देशानुसार पालन करना ।
- 22 छात्रावास में स्थानीय अभिभावक जिसकी अनुमति एवं पहचान छात्रा के माता/पिता द्वारा दी गई हो के साथ ही छात्रा को परिसर से बाहर जाने अथवा रहने की अनुमति देना ।
- 23 छात्रावास में छात्राओं की अस्वस्थता की स्थिति में माता-पिता अथवा स्थानीय अभिभावक को अविलम्ब उसकी जानकारी देना साथ ही हॉस्टल प्रभारी वार्डन/प्राचार्य को सूचित करना ।
- 24 प्लंबर, इलेक्ट्रिशियन श्रमिकों के लिए उनके कार्य से संबंधित निपुणता/अनुभव का प्रमाण पत्र कार्यालय में प्रस्तुत करना होगा ।
- 25 प्लंबर एवं इलेक्ट्रिशियन श्रमिकों को उनके प्रभारी द्वारा बताये गये महाविद्यालय के सभी भवनों में पानी एवं बिजली की व्यवस्था का कार्य संचालित करना होगा एवं आवश्यकता होने पर ऑन कॉल महाविद्यालय में भी उपस्थित होना होगा ।
- 26 महिला केयर टेकर द्वारा महाविद्यालय में गर्ल्स कॉमन रूम/महिला प्रकोष्ठ कक्ष में शिशु की देखभाल का कार्य सम्पादन करना होगा ।
- 27 करों के सम्बन्ध में जैसे सेवा कर जीएसटी एवं अन्य सभी करों का दायित्व सम्बन्धित बोलीदाता का होगा ।

- 28 श्रमिक "जी" अनुसूची के कॉलम संख्या 5, 8 एवं 9 की पूर्ति बोली दाता द्वारा अपनी दरों का उल्लेख करते हुए प्रस्तुत करनी होगी, बोलीदाता द्वारा राज्य एवं भारत सरकार द्वारा लागू सेवाकर एव जीएसटी का स्पष्ट उल्लेख करते हुए अपनी दरों का प्रस्ताव प्रस्तुत करें ।
- 29 सफल बोलीदाता को उपलब्ध करवाये गये कुशल श्रमिकों के चरित्र संबंधी घोषणा पत्र श्रमिक आपूर्ति के समय महाविद्यालय में प्रस्तुत करना होगा ।
- 30 सफल बोलीदाता द्वारा उपलब्ध करवाये गये श्रमिक/श्रमिकों द्वारा महाविद्यालय को किसी भी प्रकार की क्षति पहुँचाने पर हानि/नुकसान की राशि की वसूली बोलीदाता से की जायेगी ।
- 31 सफल बोलीदाता द्वारा उपलब्ध करवाये गये श्रमिकों के विरुद्ध न्यायालय में किसी भी प्रकार वाद दायर नहीं होना चाहिए ।
- 32 राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012, नियम 2013 तथा सामान्य वित्तीय एवं लेखा नियम एवं इस संबंध में वित्त विभाग, राजस्थान द्वारा जारी अधिसूचना, परिपत्र, गाईडलाइन्स आदेश, निर्देश आदि प्रभावी रहेंगे ।
- 33 न्यूनतम मजदूरी अधिनियम 1948(केन्द्रीय अधिनियम 11, वर्ष 1948) के वैधानिक प्रावधानों की अनुपालना का दायित्व सम्बन्धित संवेदक का होगा ।
- 34 राजस्थान अनुबधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम 1970, कर्मचारी भविष्य निधि अधिनियम 1952, कर्मचारी राज्य बीमा अधिनियम 1948, वस्तु एवं सेवा कर (जीएसटी), आय कर (पैन नम्बर ), राजस्थान दुकान एवं वाणिज्यिक संस्थान अधिनियम 1958/ इण्डियन पार्टनरशिप एक्ट 1932 के अन्तर्गत/ इण्डियन कम्पनी एक्ट 1956 के अन्तर्गत नियमानुसार पंजीकृत संवेदक ही बोली में भाग लेने हेतु अर्हत होंगे ।
- 35 संवेदक/बोली दाता द्वारा नियोजित श्रमिकों को मजदूरी का भुगतान अनिवार्य रूप से उनके बैंक खातों में ही किया जायेगा । संबंधित संवेदक/बोलीदाता द्वारा नियोजित श्रमिकों के बैंक खातों में जमा कराई गई राशि का विवरण आगामी माह के मासिक बिल के साथ अनिवार्य रूप से प्रस्तुत किया जायेगा । श्रमिकों के बैंक खातों में जमा कराई गई राशि के विवरण बाबत संतुष्टि होने पर ही संवेदक को आगामी माह के बिल का भुगतान किया जायेगा ।
- 36 न्यूनतम मजदूरी अधिनियम 1948 (केन्द्रीय अधिनियम 11, वर्ष 1948) के वैधानिक प्रावधानों की अनुपालना का दायित्व सम्बन्धित संवेदक का होगा ।
- 37 श्रमिकों को निर्धारित न्यूनतम मजदूरी का भुगतान सुनिश्चित करने के लिये संविदा अवधि के दौरान न्यूनतम मजदूरी में श्रम विभाग की अधिसूचना से समय-समय पर वृद्धि होने पर उपापन संस्था द्वारा संवेदक को बढी हुई मजदूरी की सीमा तक अन्तर राशि का भुगतान किया जा सकेगा ।
- 38 संवेदक को राज्य/केन्द्र सरकार की नवीनतम दरों के अनुसार अपने समस्त श्रमिकों का नियमानुसार ई.पी.एफ एवं ई.एस.आई जमा कराना होगा, जिसमें नियोजित श्रमिकों की मजदूरी राशि से कटौती और संवेदक का अंशदान शामिल होगा । संवेदक द्वारा अपने आगामी माह के बिल के साथ गत माह के पेटे श्रमिकों के ई.पी.एफ एवं ई.एस.आई के अंशदान की राशि नियमानुसार जमा कराये जाने की पुष्टि में सम्बन्धित चालान की प्रति प्रस्तुत किए जाने पर ही संवेदक को आगामी माह के बिल/बिलों का भुगतान किया जायेगा । श्रमिकों के ई.पी.एफ एवं ई.एस.आई के अंशदान की राशि नियमानुसार जमा कराये जाने की समस्त जिम्मेदारी बोलीदाता/संवेदक की होगी । यदि संबंधित विभाग द्वारा किसी भी तरह की पैनल्टी का दायित्व बोलीदाता/ संवेदक का होगा ।
- 39 संवेदक द्वारा प्रत्येक कार्य स्थल पर Display Boards लगाये जायेगे, जिन पर संवेदक का नाम, संविदा अवधि, कार्य की प्रगति, श्रमिकों हेतु हेल्प लाईन नम्बर एवं संवेदक द्वारा न्यूनतम मजदूरी भुगतान नहीं करने की शिकायत करने सम्बन्धी प्रावधान का विवरण स्पष्ट रूप से अंकित किया जाएगा ।
- 40 निविदा पत्रक में दरे अंको व शब्दों में स्पष्ट अंकित की जावे, अपरलेखन एवं अपठनीय लेख नहीं लिखा जावे । गलत लिखने पर उसे काटकर स्पष्ट लिखा जावे तथा उस पर निविदादाता द्वारा दिनांक एवं लघु हस्ताक्षर किये जावें । दरे स्याही/ बाल पैन से लिखी जावें पेंसिल से लिखी दरें मान्य नहीं होगी ।



- 41 नियोजित श्रमिको को 240 दिवस पूर्णता की स्थिति में औद्योगिक विवाद अधिनियम, 1974 में विहित प्रावधानो के अनुसार श्रम नियोजित श्रमिको को हटाने, कार्यमुक्त करने, नोटिस वेतन, छंटनी, मुआवजा आदि देने का समस्त उत्तरदायित्व संवेदक का होगा ।
- 42 कार्य सम्पादन अवधि के दौरान कार्य के संबंध/संदर्भ में किसी भी प्रकार की क्षतिपूर्ति या मुआवजा देने/ई.एस.आई करवाने/सामुहिक दुर्घटना बीमा कराने इत्यादि की जिम्मेदारी एवं दायित्व संवेदक का होगा, इसके लिये उपापन संस्था की कोई जिम्मेदारी नहीं होगी ।
- 43 यदि संवेदक द्वारा नियमानुसार निर्धारित न्यूनतम मजदूरी का भुगतान नहीं किए जाने की शिकायत उपापन संस्था को प्राप्त होती है तो उपापन संस्था इस संबंध में श्रम विभाग को अनिवार्य रूप से सूचित करेगी और नियमानुसार आवश्यक होने की स्थिति में संवेदक को Debar कराने की कार्यवाही करेगी ।
- 44 बोली प्रतिभूति राशि 19980/- रुपये का डिमाण्ड ड्राफ्ट/बैंकर्स चैक प्राचार्य, राजकीय ङ्गर महाविद्यालय, बीकानेर के पक्ष में बनवाकर बोली प्रपत्र के साथ संलग्न करना होगा। spps पोर्टल से निविदा प्रपत्र डाउनलोड करने पर बोली प्रस्तुत करते समय निविदा प्रपत्र शुल्क 500/- का डिमाण्ड ड्राफ्ट/बैंकर्स चैक प्राचार्य, राजकीय ङ्गर महाविद्यालय, बीकानेर के पक्ष में बनवाकर बोली प्रपत्र के साथ संलग्न करना होगा।  
भरी हुई निविदायें दिनांक 30.01.2024 को 05.00 पीएम तक आवश्यक रूप से कार्यालय में जमा करवानी होगी। निश्चित समय के बाद प्राप्त होने वाली निविदाओं को स्वीकार नहीं किया जायेगा ।
- 45 बोली दिनांक 31.01.2024 को 11.15 ए.एम. पर कार्यालय में उपस्थित बोलीदाता/संवेदक या उनके अधिकृत प्रतिनिधि के समक्ष उपापन समिति द्वारा खोली जायेगी ।
- 46 किसी बोली को स्वीकार/अस्वीकार करने या किसी बोली को निरस्त करने का अधिकार उपापन समिति के पास सुरक्षित होगा। अनुमानित बोली राशि/श्रमिक में कमी/बेशी करने का अधिकार विभाग के हित में उपापन समिति के पास सुरक्षित होगा ।

बोलीदाता के हस्ताक्षर मय सील

CONDITIONS OF TENDER AND CONTRACT FOR OPEN TENDER

(See Rule 68)

Note: Tenders should read these conditions carefully and comply strictly while sending their tenders.

1. Tenders must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. **"Tenders by bona-fide dealers:"** Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration in the SR FORMS 11.
3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relive any former member of the firm, etc., from any liability under the contract.  
(ii) No new partner/partners shall be accept in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
5. Rate shall be written both in words and figures. There should not be errors and/or over-writings, corrections if any, should be made clearly and initialled with dates. The rates should mention element of the Rajasthan State Sales Tax and Central Sales Tax separately.
6. All rates quoted must be FOR destination and should include all incidental charges except octroi, Central/Rajasthan Sales Tax which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of Purchase Officer.  
Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax, in case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.
7. **Price Preference:** <sup>1</sup> [Price preference/preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by Industries outside Rajasthan as per Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995.] ]
8. **Validity :** Tenders shall be valid for a period of three months from the date of opening of Tender.
9. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
9. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
10. **Specifications :**
  - (i) All article supplied shall strictly conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
  - (ii) The supply of articles marked with asterisk/at serial number....., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the

Purchase Officer/Purchase Committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the tenderers.

(iii) Warranty/Guarantee clause : The tenderer would give guarantee that the goods/ stores/articles would continue to conform to the description and quality as specified for a period of..... days/months from the date of delivery of the said goods/ stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of.....days/months, the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods, etc., shall apply. The tenderer shall if so called upon to do, replace the goods, etc., or such portion thereof as is rejection by the Purchase Officer, otherwise the tenderer shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.

(iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the tenderer shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The tenderer shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.

(v) In case of machinery and equipment specified by the Purchase Officer the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tender shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Officer who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

#### **11. Inspection :**

(a) The Purchase Officer or his duly authorised representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and

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<sup>1</sup>.Substituted vide Circular No.19/96 dated 1.7.1996.

examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.

(b) The tenderer shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary.

**12. Samples :** Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/food items should be given in a plastic box or in polythens bags at the cost of the tenderer.

13. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the tenderer and serial number of the item, of which it is a sample in the schedule.

14. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The Government shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.

The Sample shall be collected by the tenderer on the expiry of stipulated period. The Government shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the Government and no claim for their cost, etc., shall be entertained.

15. Samples not approved shall be collected by the unsuccessful tenderer. The Government will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.

16. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like Sri Ram Testing House, New Delhi and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such tests.

17. **Drawl of Samples:** In case of tests, samples shall be drawn in four sets in the presence of tenderer or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.

18. **Testing charges :** Testing charges shall be borne by the Government. In case urgent testing is desired to be arranged by the tenderer or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the tenderer.

**19. Rejection:**

(i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the tenderer at his own cost within the time fixed by the Purchase Officer.

(ii) If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

20. The rejected articles shall be removed by the tenderer within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the tenderer's risk and on his account.

21. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

22. The contract for the supply, can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.

23. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

24. (i) **Delivery period:** The tenderer whose tender is accepted shall arrange supplies within a period of.....from the date of supply order/by.....as under:-

S.No.	Items	Quantity	Delivery period
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(ii) **Extent of quantity – Repeat orders** : If the orders are placed in excess of the quantities shown in tender the notice, the tenderer shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the tenderer fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the tenderer.

(iii) If the Purchase Officer does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

**25. Earnest Money :**

(a) Tender shall be accompanied by an earnest money of Rs..... without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of.....

(i) Cash through treasury challan deposited under head "**8443-Civil Deposits – 103 – Security Deposits**".

(ii) Bank Drafts/Bankers Cheque of the scheduled Bank.

(b) **Refund of earnest money** : The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender.

<sup>1</sup> [(c) **Partial exemption from earnest money** : Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer <sup>2</sup> [deleted] from the Director of Industries Rajasthan, at the rate of 1% of the estimated value of the tender shown in NIT.]

(d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.

(e) The earnest money/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

**26. Forfeiture of earnest money** : The earnest money will be forfeited in the following cases :

(i) When tenderer withdraws or modified the offer after opening of tender but before acceptance of tender.

(ii) When tenderer does not execute the agreement if any, prescribed within the specified time.

(iii) When the tenderer does not deposit the security money after the supply order is given.

.....

<sup>1</sup>. Substituted vide Circular No. 19/96 dated 1.7.1996.

<sup>2</sup>. Deleted words "competence certificate" vide Circular No.27/96 dated 27.8.1996.

(iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

**27. (1) Agreement and security deposit :**

(i) Successful tenderer will have to execute an agreement in the Form 17 within a period of 7 days of receipt of order and deposit security equal to 5% of the value of the stores for which tenders are accepted 1

[deleted] within 15 days from the date of despatch on which the acceptance of the tender is communicated to him.

(ii) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.

(iii) No interest will be paid by the department on the security money.

(iv) The forms of security money shall be as below :-

(a) Cash/Bank Draft/Bankers Cheque/Receipted copy of challan.

(b) Post office Savings Bank Pass Book duly pledged.

(c) National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.

(v) The security money shall be refunded within one month of the final supply of the items as per purchases order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfactory completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the tenderer.

<sup>2</sup> [(2) (i) Firms registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration and prescribed 3[deleted] in original form the Director of Industries or a photostat copy of a copy thereof duly attested by any Gazetted Officer, will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.]

(ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

(3) **Forfeiture of Security Deposit** : Security amount in full or part may be forfeited in the following cases :-

(a) When any terms and conditions of the contract is breached.

(b) When the tenderer fails to make complete supply satisfactorily.

(c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.

(4) The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counter part of the agreement.

28. (i) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to pay the freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.

(ii) R.R. should be sent under registered cover through Bank only .

(v) In case supply is desired to be sent by the purchase officer by passenger train, The entire railway freight will be borne by the tenderer .

(vi) Remittance charges on payment made shall be borne by the tenderer.

<sup>1</sup>.Substituted vide Circular No. 19/95 dated 28.6.1995 for – "Rs.50,000/-" and deleted the words "subject to the maximum of Rs. 1.00 lac" vide Circular No. 6/96 dated 5.2.1996.

<sup>2</sup>.Substituted vide Circular No. 27/96 dated 27.8.1996.

<sup>3</sup>. Deleted words "competence certificate" vide Circular No. 27/96 dated 27.8.1996.

## 29. Insurance :

(i) The goods will be delivered at the destination godown in perfect condition .the supplier if he so desires, may be insure the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.). The insurance charges will be borne by the supplier and State will not be required to pay such charges , if incurred

(ii) The articles may also be got insured at the cost of the Purchaser, if so desired by the Purchaser, in such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

### 30. **Payments:**

(i) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of despatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the tenderer.

(ii) Unless otherwise agreed between the parties payment for the delivery of the stores will be made on submission of bill in proper form by the tenderer to the Purchase Officer in accordance with G.F.&A.R all remittance charges will be borne by the tenderer.

(iii) In case of disputed items, 10 to 25% of the amount shall be withheld and will be paid on settlement of the dispute.

(iv) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

31.(i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

(ii) Liquidated damages : In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the tenderer has failed to supply :-

- |   |      |
|---|------|
| (1) (a) delay up to one fourth period of the prescribed delivery period           | 2 ½% |
| (b) delay exceeding one fourth but not exceeding half of the prescribed period    | 5% . |
| (c) delay exceeding half but not exceeding three fourth of the prescribed period. | 7½%  |
| (d) delay exceeding three fourth of the prescribed period.                        | 10%  |

(2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

(3) The maximum amount of liquidated damages shall be 10%

(4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.

32. **Recoveries** : Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier alongwith amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

33. Tenderers must make their own arrangements to obtain import licence, if necessary.

34. If a tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.

35. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.
36. The tenderer shall furnish the following documents at the time of execution of agreement:-
- (i) Attested copy of Partnership Deed in case of Partnership Firms.
  - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - (iii) Address of residence and office, telephone numbers in case of sole Proprietorship.
  - (iv) Registration issued by Registrar of Companies in case of Company.
37. If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
38. All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.

Signature of tenderer.



AGREEMENT  
(See Rule 68)

An agreement made this ----- day of ----- between .....  
----- (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 Government of the State of Rajasthan (herein after called "the Government" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

2. Whereas the approved supplier has agreed with the Government to supply to the \_\_\_\_\_ of the State of Rajasthan at its Head Office as well as at branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in column \_\_\_\_\_ of the said schedule.

3. And whereas the approved supplier has deposited a sum of Rs. \_\_\_\_\_ in \_\_\_\_\_.

(1) Cash/Bank Draft/Challan no./Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_.

(2) Post Office Savings Bank Pass Book duly hypothecated to the Departmental authority.

(3) 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 pleased 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 the departmental authority.

4. Now these Presents witness:

(1) In consideration of the payment to be made by the Government through \_\_\_\_\_ at the rates set forth in the Schedule hereto appended the approved supplier will duly supply the said articles set forth in \_\_\_\_\_ and \_\_\_\_\_ thereof in the manner set forth in the conditions of the tender and contract.

(2) The conditions of the tender and contract for open tender enclosed to the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_ 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.

(3) Letters Nos. \_\_\_\_\_ received from tenderer and letters nos. \_\_\_\_\_ issued by the Government and appended to this agreement shall also form part of this agreement.

(4) (a) The Government do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the Government will through \_\_\_\_\_ 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.

(c) The mode of Payment will be as specified below:-

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. The delivery shall be effected and completed within the period noted below from the date of supply order:-

S.No. Items Quantity Delivery period

6. (1) (i) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply :-

(a) Delay upto one fourth period of 2½% the prescribed delivery period.

(b) Delay exceeding one fourth but 5% not exceeding half of the prescribed delivery period.

(c) Delay exceeding one fourth but 7½% not exceeding three fourth of the prescribed delivery period.

(d) Delay exceeding three fourth of the 10% prescribed delivery period.

Note : (i) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

(ii) The maximum amount of agreed liquidated damages shall be 10%

(iii) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hinderences, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hinderence but not after the stipulated date of completion of supply.

(2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hinderences beyond the control of the tenderer.

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

In witness whereof the parties hereto have set their hands on the..... day of .....199.....

Signature of the approved supplier.

Signature for and on behalf of Governor

Designation

Date:

Witness No. 1

Witness No.2

Date:

1. Witness

2. Witness

## **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.

- 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.

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(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)

**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.