

RAJASTHAN STATE JUDICIAL ACADEMY

Jhalamand Circle, Old Pali Road, Jodhpur - 342 013
Phone : 0291-2720107, 2721787 & 2721788 (fax) 2720108
Email : rsjadir-jod-rj@nic.in Website:
rajasthanjudicialacademy.nic.in

क्रमांक:रारान्याअ/स्टोर/2020-21/03

अगस्त 08, 2020

:: सीमित निविदा सूचना ::

राजस्थान राज्य न्यायिक अकादमी, जोधपुर द्वारा वित्तीय वर्ष 2020-21 के दौरान आयोजित विभिन्न प्रशिक्षण एवं शिक्षण कार्यक्रम के दौरान आवश्यकतानुसार photo state copy एवं spiral Binding कार्य हेतु प्राधिकृत डिलरो/फर्म एवं संस्थाओं से वार्षिक अनुबंध के आधार पर मोहरबंद निविदाएं आमंत्रित की जाती हैं। अनुमानित लागत 01.00 लाख रुपये है।

निविदा दिनांक 18.08.2020 को दोपहर 12.00 बजे तक कार्यालय में पहुंच जानी चाहिए, जिन्हें उसी दिन 02.00 बजे इच्छुक निविदादाताओं की उपस्थिति में अधोहस्ताक्षकर्ता द्वारा खोली जाएगी। कार्य विवरण निम्नानुसार है :-

क्र.सं.	कार्य विवरण	संख्या
01-	Photo copy (Xerox) work	As per requirement
	a. A-4 Size (on 75 gsm paper) single side	
	b- A-4 Size (on 75 gsm paper) both side	
	c- FS-Size (on 75 gsm paper) single side	
	d- FS Size (on 75 gsm paper) both side	
	e- A3-Size (on 75 gsm paper) single side	
	f- A3 Size (on 75 gsm paper) both side	
02	Color Photo copy (Xerox) work	As per requirement
	a. A-4 Size (on 75 gsm paper) single side	
	b- A-4 Size (on 75 gsm paper) both side	
	c- FS-Size (on 75 gsm paper) single side	
	d- FS Size (on 75 gsm paper) both side	
	e- A3-Size (on 75 gsm paper) single side	
	f- A3 Size (on 75 gsm paper) both side	

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Signature
8.8.2020

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03-	Spiral binding (with front & back cover)	As per requirement
	spiral binding upto 100 paper (Sheet)	
	spiral binding upto 101 to 200 paper (Sheet)	
	spiral binding upto 201 to 500 paper (Sheet)	
	spiral binding upto 501 to 750 paper (Sheet)	

आवश्यक शर्तें निम्नानुसार हैं:-

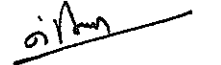
1. फोटोकॉपी कार्य एवं स्पाइरल बाइंडिंग कार्य में प्रयुक्त होनी वाली सामग्री जैसे- प्रिंटिंग पेपर 75 जीएसएम, स्टेपलर पिन, स्पाइरल बाइंडिंग मेटेरियल इत्यादि निविदा दाता द्वारा उपलब्ध करवाई जाएगी। तथा दरें उत्तम गुणवत्ता की सामग्री का उपयोग करते हुए प्रस्तुत की जावें।
2. दर सभी प्रकार के कर सम्मिलित कर प्रस्तुत की जानी होगी।
3. सफल निविदादाता द्वारा अमानत राशि (performance security) रूपये 5000.00 मय अनुबंध पत्र इस कार्यालय में प्रस्तुत करना होगा।
4. निविदा खोलने के समय निविदादाता को फोटोकॉपी पेपर एवं स्पाइरल बाइंडिंग का सेम्पल प्रस्तुत किया जाना होगा।
5. फोटो कॉपी कार्य तुरन्त करना होगा तथा दस्तावेजों की मात्रा अधिक होने पर हर दशा में 24 घंटे के भीतर पूरा करना होगा।
6. उपरोक्त फोटोकॉपी / स्पाइरल बाइंडिंग कार्य इस कार्यालय की आवश्यकतानुसार विभिन्न प्रशिक्षण कार्यक्रमों के दौरान करवाई जानी है जिसके लिए निविदादाता को आयोजन स्थल एवं समय की अग्रिम सूचना दी जाएगी। निविदादाता द्वारा उक्त निर्धारित समय पर निर्देशानुसार द्वारा फोटोकॉपी / स्पाइरल बाइंडिंग कार्य कर इस कार्यालय को उपलब्ध करवाना होगा। जिसके लिए पृथक से कोई राशि यथा conveyance charges आदि देय नहीं होंगे।

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7. अधोहस्ताक्षकर्ता को निविदा बिना कारण बताएं स्वीकृत अथवा अस्वीकृत करने का पूर्ण अधिकारी होगा। साथ ही अधोहस्ताक्षकर्ता न्यूनतम दर की निविदा स्वीकार करने को बाध्य नहीं होंगे।
8. निविदाप्रपत्र इस कार्यालय की वेबसाइट rajasthanjudicialacademy.nic.in एवं spps portal से डाउनलोड किया जा सकता है। निविदादाता द्वारा निविदाप्रपत्र के प्रत्येक पृष्ठ पर हस्ताक्षर मय मोहर लगाकर इस कार्यालय में प्रस्तुत करनी होगी।
9. निविदा बन्द लिफाफे में देनी होगी। निर्धारित समय के पश्चात् प्राप्त निविदाओं पर विचार नहीं किया जायेगा।
10. विभाग द्वारा नियमानुसार सभी करों की कटौती निविदादाता द्वारा प्रस्तुत बिलों में से की जावेगी।
11. स्वीकृतसुदा निविदादाता द्वारा भुगतान हेतु प्रस्तुत बिल पर PAN NO./GST NO. का उल्लेख आवश्यक रूप से करना होगा।
12. शेष शर्तें RTPP नियम 2013 एवं सा. वित्तीय एवं लेखा नियमों के प्रावधानों के अनुसार होगी।



निदेशक

क्रमांक:रारान्याअ/स्टोर/2020-21/1185

अगस्त 08, 2020

प्रतिलिपि :

1. नोटिस बोर्ड, राजस्थान राज्य न्यायिक अकादमी, जोधपुर।
2. नोटिस बोर्ड, माननीय राजस्थान उच्च न्यायालय, जोधपुर।
3. मैं.


निदेशक

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निविदादाता का विवरण एवं घोषणा

नाम निविदादाता फर्म/संस्था-.....

पूरा पता-.....
.....
.....

मो.नं./दूरभाष.....

बैंक खाता सं.....

IFSC CODE एवं बैंक का विवरण.....
.....

PAN/GST NO.....

संस्था/फर्म के कार्यअनुभव का विवरण
(कितने वर्ष से कार्यरत है).....

हस्ताक्षर निविदादाता
मय नाम पता मो.नं.

मैं/हम आपके कार्यालय द्वारा जारी निविदा सं0.....
दिनांक.....मे वर्णित समस्त शर्तों एवं RTPP नियम एवं
GF&AR नियमों के तहत समस्त शर्तों को बाध्यकारी रूप से स्वीकार
करने की घोषणा करता हूँ।



हस्ताक्षर
निविदादाता
मय नाम पता मो.नं.

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कार्य विवरण की दरें निम्नानुसार प्रस्तुत करें

क्र.सं.	कार्य विवरण	संख्या	दर (समस्त कर सहित) Rs.
01-	Photo copy (Xerox) work	per copy	
	a. A-4 Size (on 75 gsm paper) single side		
	b- A-4 Size (on 75 gsm paper) both side		
	c- FS-Size (on 75 gsm paper) single side		
	d- FS Size (on 75 gsm paper) both side		
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	e- A3-Size (on 75 gsm paper) single side		
	f- A3 Size (on 75 gsm paper) both side		
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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.

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 abiding 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,

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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.

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ANNEXURE- B

DECLARATION BY THE BIDDER REGARDING QUALIFICATION

DECLARATION BY THE BIDDER

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bid 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 Bidding Document, which materially affects fair competition;

Date:
Place :

Signature

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Annexure-C Grievance Redressal during Procurement Process

The designation and address of the Appellate Authority

(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 there under, he may file an appeal to 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 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 of the Procuring Entity is aggrieved by the order passed by the Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, decided by the competent authority under RTPP Rules.
- (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 Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filing Appeal

- (a) Fee for filing appeal shall be rupees two thousand five hundred, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft of 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 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 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 there of relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies there of 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.

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Form No. - 1

Memorandum of Appeal
(See sub-rule 1 of rule 83)

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

Appeal No of.....

Before.....(Appellate Authority)

1 Particulars of appellant:

(i) Name and father's name of the appellant

.....

(ii) Official address

.....

(iii) Residential address

.....

2. Name and address of the respondent(s)

(i)

.....

(ii)

.....

(iii)

.....

2. Number and date of the order appealed against and name and designation of the officer / authority who passed the order, 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

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3. If the Appellant proposes to be represented by

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a representative the name and postal address

.....

of the representative.

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5. Number of affidavits and documents enclose with the appeal:

6. Grounds of appeal:-

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(Supported by an affidavit)

7. Prayer

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Place

Date

Appellant's Signature

si/Am

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ANNEXURE- "D"

ADDITIONAL CONDITIONS OF CONTRACT

1. Correction of arithmetic errors.-

Provided that Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis, namely: -

- (a) 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;
- (b) 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
- (c) 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 (a) and (b) 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.-

- (a) At the time of award of contract, the quantity of Goods, works or service 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.
- (b) 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.
- (c) 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 more than 50% of the value of Goods of the original contract. If the suppliers 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.-

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



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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,

then in such cases, the quantity may be divided between the Bidders, 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.



RAJASTHAN STATE JUDICIAL ACADEMY

Jhalamand Circle, Old Pali Road, Jodhpur - 342 013
Phone : 0291-2720107, 2721787 & 2721788 (fax) 2720108
Email : rsjadir-jod-rj@nic.in Website:
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to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.

- 3) Letter Nos. _____ dated _____ received from {bidder} and letter Nos.

_____ Dated _____ issued by the RSJA. and appended to this agreement shall also form part of this agreement.

- 4) The RSJA 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 RSJA will through cheque/ DD 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.

- 5) The mode of payment will be as specified in this bidding document/ work order.
The prescribed scope of work/ requirement of services and deployment of technical resources shall be effected and completed within the period as specified in the Work Order.

In case of extension in the delivery period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which the bidder has failed to supply or complete the work.

No.	Condition	LD %*
I.	Delay up to one fourth period of the prescribed delivery period of the lot & completion of work	2.5 %
II.	Delay exceeding one fourth but not exceeding half of the prescribed delivery period of the lot & completion of work	5.0 %
III.	Delay exceeding half but not exceeding three fourth of the prescribed delivery period of the lot & completion of work	7.5 %
IV.	Delay exceeding three fourth of the prescribed delivery period of the lot, & completion of work	10.0 %

Not
e:

- i. Fraction of a day in reckoning period of delay in work and completion of work shall be eliminated, if it is less than half a day.
- ii. The maximum amount of liquidated damages shall be 10% of the desired Lot.
- iii. *The percentage refers to the payment due for the associated milestone/lot.

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


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 bidder.

Warranty/ Services shall be provided by the bidder as per terms and conditions of the NIT and Contract.

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

In witness whereof the parties hereto have set their hands on the _____ day of _____ (Year).

Signature with Seal of the Approved
on behalf of
supplier/ bidder
Jodhpur



Designation:
Date:

Witness No.1

Signature for and
Director, RSJA,

Designation:
Date:

Witness No.1

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ANNEXURE-F :
SELF-DECLARATION - NO BLACKLISTING
{to be filled by the bidder}

To,
{Tendering Authority},

In response to the Tender/ NIT: RSJA/TRNG./2020-21/03
Dated 08/08/2020 for {Project Title}, as an Owner/ Partner/
Director of _____, I/ We
hereby declare that presently our Company/ firm
_____, at the time of bidding, is having
unblemished record and is not declared ineligible for corrupt &
fraudulent practices either indefinitely or for a particular period
of time by any State/ Central government/ PSU/ UT.

If this declaration is found to be incorrect then without
prejudice to any other action that may be taken, my/ our security
may be forfeited in full and our bid, to the extent accepted, may
be cancelled.



Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place: