

# RAJASTHAN STATE JUDICIAL ACADEMY

Near Medical & Health Dept., Jhalamand Circle, Old Pali Road, JODHPUR- 342 013

Phone : 0291-2720108 (telefax), 2721787, 2721788, 2720107

Email : rsjadir-jod-rj@nic.in Website: rajasthanjudicialacademy.nic.in

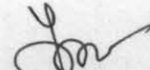
NO./RSJA/STORE/2017/ 236

July 05/07/2017

## CORRIGENDUM

With reference to this office open Bid No. 234 & 235 dated 05.07.2017, all concerned are hereby informed about the amended date schedule as under:-

Bid obtained last date from office during office hours on working days	19.07.2017
Last date of submission of BID	20.07.2017 at 12.00 Noon
Date of opening of BID	20.07.2017 at 03.00 PM

  
Director

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NO./RSJA/STORE/2017/234

July ..05../2017

## BID NOTICE

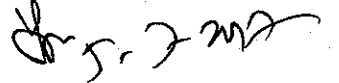
Sealed bids are invited for the supply articles as mentioned below from the manufacturers / authorized distributors/ dealers / SSI units of Rajasthan for the use of the Rajasthan State Judicial Academy, Jodhpur. Rates shall be valid for one year.

Name of Items	Approx. total cost	Bid Security
Blinds/Curtains/Bed Sheet	4.00 lacs	8000.00

Bid documents with terms & conditions can be obtained from Cash Section of this office on payment of Rs. 500/- from 05/7/2017 to 15/07/2017 between office hours on working days. Detailed information regarding bids will also be available on this office Website- <http://rajasthanjudicialacademy.nic.in> and on SPPP Portal.

Bids, in a sealed envelop should reach on or before 17/07/2017 at 12 pm. The bids will be opened on 17/07/2017 at 03.00 pm, in presence of any intending bidder or their authorized representative who may be present.

NOTE :- Specifications of each articles are mentioned separately with Bid conditions.

  
Director

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## BID FORM

1. Bid for:-

.....

2. Name and postal address of the firm submitting bid

.....

.....

3. Local Address of bidder :-

.....

.....

4. Telephone /Mobile No. ....

5. Email ID :-

.....

6. Reference

.....

7. The bid fee amounting to Rs. 500/- has been deposited vide Banker cheque / D.D. no. / cash receipt no. .... dated .....

8. We agree to abide by all the conditions mentioned in Bid Notice No. RSJA/ STORE/ 2017/..... dated .....2017 along with the further condition of the said Bid Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the term mentioned therein)

9. The rates for the items have noted against each are as under:-

S.No.	Name of items	Qty. required	Make & other Details if any.	Cost of per piece / meter/ feet including GST
1	Bed Sheet printed or plain (Coloured) with pillow cover for single bed	180		

*Handwritten signature*

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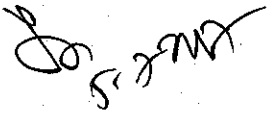
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S.No.	Name of items	Qty. required	Make & other Details if any.	Cost of per piece / meter/ feet including GST
2	Bed Sheets with pillow cover (plain coloured / printed) for double bed	20		
3	Curtains cloth (made with polyester with nylon & superior quality of printing and design.	As per requirement As per requirement		
4	Blinds (as per sample available in office)			
5	Lining Cloth			
6	Stiching of Curtain without lining (Rate should be given for American Pleats with three steps tape)			
7	Stiching of curtains with lining (Rate should be given for American Pleats with three steps tape)			

Note :- Bidder may submit samples of various options (quality wise or variety wise) for the above mentioned items with bid document and will quote their rates separately with financial bid document at their letter head.

10. The rates quoted above are valid up to ..... The period can be extended with mutual agreement.
11. Bank Draft / Banker Cheque No. .... date ..... drawn on ..... (Name of Bankers) to cover earnest money is enclosed.
12. The Income Tax clearance Certificate, GST registration and VAT Clearance Certificate are submitted herewith.
13. Declaration of Manufacture/Dealer etc. is also enclosed.

Signature of Bidder  
with seal



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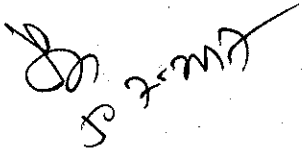
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## Terms & Conditions :-

**Note:** Bidder must read these conditions carefully and comply strictly while sending their bid.

1. Bid must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. RSJA also reserves the right to split the order among two or more parties at lowest negotiated rate without assigning any reason thereof. The contractor/bidder shall be bound to accept the portion of work as offered by RSJA after split up the quoted/negotiated rates.
3. Price is not the only criteria to place the order rather quality, timely supply, finishing, stitching, local support services, brand, samples etc. will also be the deciding factors.
4. In view of Section 6 of RTPP Act, 2012 participation of SSI units registered in Rajasthan through open tender will not be construed as to compromise with the quality, timely supply and other essential factors which are required to be fulfilled by the bidder. RSJA reserves the right to reject or disqualify the SSI unit on abovementioned grounds in case of dissatisfaction with the samples or other required specifications in the interest of the Institution.
5. **VAT/GST Registration and Clearance Certificate:** No Dealer who is not registered under the VAT/GST Act prevalent in the State where his business is located shall bid. The VAT/GST Registration Number should be quoted and a VAT clearance certificate (up to June'2017) from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the bid is liable to rejection.
6. **Income Tax Clearance Certificate :** Bidder will have to submit an Income Tax Clearance Certificate (up to March'2017) from the Income Tax Officer of the circle concerned along with the bids without which bid may not be considered.
7. Bid forms shall be filled in ink or typed. No bid filled in pencil shall be considered. The bidder shall sign the bid form at each page and at the end in token of acceptance of all the terms and conditions of the bid.
8. Rate shall be written both in words and figures. There should not be errors and/or over-writings, corrections otherwise their bid may not be considered. The rate should be mentioned inclusive of all taxes.
9. All rates quoted must be FOR at Rajasthan State Judicial Academy, Jhalamand Circle, Jodhpur and should include all incidental charges including cartage and transportation. Any damage, breakage during the transportation shall be borne by the supplier and RSJA shall not be in any way responsible for that. The RSJA shall not bear any expenses incurred on transportation and cartage of goods.
10. Preference may 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.)
11. **Validity:** Bids shall be valid for a period of 90 days from the date of

  
10/2/2017

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opening of Bid.

12. **Price Preference:** Price preference will be given to the experienced firms. The bidder should attach the copy of work order of at least Rs. 1.00 lacs and above/experience certificate of similar type of work.
13. 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 get clarifications from the concerned office.
14. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
15. **Specifications:** (i) All article supplied shall strictly conform to the specifications, trade mark laid down in the bid form and wherever articles have been required according to ISI / ISO specifications, those articles should conform strictly to those specifications and should bear such marks.
  - (ii) **Warranty/ Guarantee clause :** The bidder would give guarantee / warranty that the goods/stores/articles would continue to conform to the description and quality as specified for a period of one year 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 12 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 Committee 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 bidder shall if so called upon to do so, replace the goods, etc., or such portion thereof as is rejected by the Purchase Committee, 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 Office in that behalf under this contract or otherwise.
  - (iii) In case of machinery and equipment also, guarantee / warranty will be given as mentioned in clause(ii) above and the bidder shall during the guarantee / warranty 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 bidder shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.
  - (iv) *In case of machinery and equipment specified by the Procurement Committee the bidder shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed.* The bidder shall also be responsible

  
Rajma

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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 Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

16. **Samples** : Bids for articles marked within the schedule shall be accompanied by two sets of various samples of the articles tendered properly packed. Such samples shall be submitted personally in the office of RSJA. A receipt will be given for each sample by the officer receiving the samples.
17. 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 bidder and serial number of the item, of which it is a sample in the schedule.
18. Approved samples would be retained free of cost up to the period of six months after the expiry of the contract. The RSJA 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 bidder on the expiry of stipulated period. The RSJA 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 RSJA and no claim for their cost, etc., shall be entertained.
19. Samples not approved shall be collected by the unsuccessful bidder. The RSJA 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.
20. Supplies when received shall be subject to inspection to ensure whether they confirm to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories or reputed testing house. The supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such tests.
21. **Drawl of Samples**: In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized 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.
22. **Testing charges** : Testing charges shall be borne by the RSJA. In case urgent testing is desired to be arranged by the bidder 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 bidder.
23. **Rejection**:
  - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the Purchase Office.

  
5/7/2017


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- (ii) If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Purchase Office after giving an opportunity to the bidder of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
24. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Purchase Office 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 bidder's risk and on his account.
25. The bidder 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 bidder 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.
26. The contract for the supply, can be repudiated at any time by the Purchase Office, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
27. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
28. (i) **Delivery period:** The bidder whose bid is accepted shall arrange supplies within 10 days after letter of acceptance or purchase order is issued.
- (ii) RSJA shall be at liberty to order and procure/purchase the specified articles as per its requirement at the contract rate within one year from the date of first work order. RSJA is not bound to procure/purchase the specified quantity of items. Item may be purchased as per present requirement of RSJA. The supplier is bound to supply the goods of ordered items during the one year at the contract rate and he shall not object on the ground of hike of prices in the market and otherwise.
- (iii) **Extent of quantity - Repeat orders :** If the orders are placed in excess of the quantities shown in bid the notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bid provided that the repeat orders are up to 50% of the quantity originally purchased. If the bidder fails to do so, the Purchase Office shall be free to arrange for the balance supply by limited bid or otherwise and the extra cost incurred shall be recoverable from the bidder.
- (iii) If the Purchase Office does not purchase any of the tendered articles or purchases less than the quantity indicated in the bid form, the bidder shall not be entitled to claim any compensation.
29. **Bid Security :**
- (a) Bid shall be accompanied by a Bid Security as mentioned in bid notice, without which bids will not be considered. The amount should be

  
5/7/2017



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deposited in the name of **Director, Rajasthan State Judicial Academy, Jodhpur**

- (i) Cash through treasury challan deposited under head "8443-Civil Deposits - 103 -Performance Securities".
  - (ii) Bank Drafts/Bankers Cheque of the scheduled Bank.
  - (iii) Fixed Deposit Receipt (FDR) of a scheduled bank in the name of procuring entity on account of bidder and discharged by the bidder in advance. In case of forfeiture of the performance security, the fixed deposit shall be forfeited along with the interest earned on such fixed deposit.
  - (iv) Bank guarantee of a scheduled bank.
  - (b) **Refund of Bid Security** : The bid security of unsuccessful bidder shall be refunded soon after final acceptance of bid.
  - (c) **Partial exemption from Bid Security** : Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of bid security 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 from the Director of Industries, Rajasthan, at the rate of ½% of the estimated value of the bid shown in NIT.]
  - (d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of bid security.
  - (e) The Bid Security lying with the department / office in respect of other bids awaiting approval or rejected or on account of contracts being completed will not be adjusted towards bid security/security money for the fresh bids. The bid security may however, be taken into consideration in case bids are re-invited.
30. **Forfeiture of Bid Security** : The bid security will be forfeited in the following cases:
- (i) When bidder withdraws or modifies the bid, after opening and before acceptance of bid.
  - (ii) When bidder does not execute the agreement within the specified time.
  - (iii) When the bidder does not deposit the performance guarantee money after the supply order is given.
  - (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.
31. **Agreement and performance Security** :
- (i) Successful bidder will have to execute an agreement within a period of 7 days of receipt of order and deposit security equal to 5% of the value of the stores for which bids are accepted within 15 days from the date of dispatch on which the acceptance of the bid is communicated to him.
  - (ii) The Bid Security deposited at the time of bid will be adjusted

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Dr  
J. J. M. A.

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towards security amount. The Security amount shall in no case is 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) Bank Draft/Bankers Cheque/Receipted copy of challan.
    - (b) 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.
    - (c) Fixed Deposit Receipt (FDR) of a scheduled bank in the name of procuring entity on account of bidder and discharged by the bidder in advance. In case of forfeiture of the performance security, the fixed deposit shall be forfeited along with the interest earned on such fixed deposit.
    - (d) Bank guarantee of a scheduled bank
  - (v) The performance security money shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder including warrantee obligations and maintenance and defect liability period.
- (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 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 bid security and shall pay security deposit at the rate of 1% of the estimated value of bid.
- (ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.
- (3) **Forfeiture of performance Security** : Security amount in full or part may be forfeited in the following cases :-
- (a) When any terms and conditions of the contract are breached.
  - (b) When the bidder fails to make complete supply satisfactorily and within specified period.
  - (c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Office in this regard shall be final.
- (4) The expenses of completing and stamping the agreement shall be paid by the bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement.
- (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 bidder has failed to supply :-
- (1) (a) delay up to one fourth period of the prescribed delivery period 2 ½%

*S. J. M. T.*

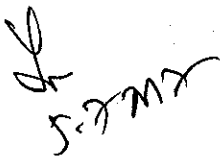
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- (b) delay exceeding one fourth but not exceeding half of the prescribed period 5%.
- (c) delay exceeding half but not exceeding three fourth of 7½% the prescribed period.
- (d) delay exceeding three fourth of the prescribed period. 10%
- (2) Fraction 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 bidder.
32. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary 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 along with 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. The Purchase Office reserves the right to accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.
34. The bidder 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 and Certificate of Registration.
- (iii) Address of residence and office, telephone numbers in case of sole Proprietorship Firm.
- (iv) Registration issued by Registrar of Companies in case of Company.
35. All legal proceedings, if necessary arise to institute may by any of the parties (Government or Contractor) shall have to be lodged in courts situated in Jodhpur and not elsewhere.
36. For bid items like curtains, blinds and bedsheets should be of branded companies like Vista, Levelour, Decora, Home, Dicitex, Bolero, Bombay Dying or any other reputed brand.

  
5-7-17

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37. All papers/ pages of bid conditions must be signed by the bidders.
38. (i) Any Change in the constitution of the firm, etc., shall be notified forth with by the supplier in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- (ii) No new partner / partners shall be accepted in the firm by the supplier in respect of the rate contract unless he/they agree to abide by all its terms, conditions and deposit with the purchase office a written agreement to this effect. The supplier receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the contract.
39. VAT Clearance & Registration Certificate:- No Bidder who is not registered under the VAT/GST Act Prevalent in the state where his business is located shall Bid. The VAT Registration No. (TIN) should be quoted and a VAT clearance certificate (up to June 2017) from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable to rejection.
40. All articles supplied shall strictly conform to the specifications laid down in the tender form and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder(s).
41. The bidders shall have a local sales & service office at Jodhpur. Address and details of contact person to be attached.

#### 44. Items must be supplied with the following specifications:-

1	Bed Sheets (coloured) with pillow cover	Bombay Dyeing / Arvind Mills / Prakash Mills or other reputed brand	Single bed-sheet size 60"x100" or full size made with high quality fabric. Bed sheet should be stitched. Cloth should be of 40's & above count cotton/cotton with satin lines. Bed sheet should be stitched. Pillow cover should be of same fabric of bed sheet. Pillow cover size should be 18"x27" stitching of pillow cover should be inter locked.
2	Bed Sheets with pillow cover (plain coloured / printed)	-do-	Double bed-sheet size 90"x100" or full size made with high quality fabric. Bed sheet should be stitched. Cloth should be of 40's & above count cotton/cotton with satin lines. Bed sheet should be stitched. Pillow cover should be of same fabric of bed sheet. Pillow cover size should be 18"x27" stitching of pillow cover should be inter locked.

*Handwritten signature and date:*  
5/7/17

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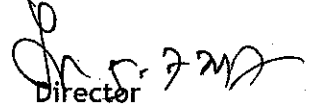
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3	Curtains sets (for hostel, guest house & office rooms)	Homes/K.C. Fabrics & other reputed brand	Curtain of GM brand, DC tex, neelkamal furnishings etc.. The window curtains should be with lining. Stitching should be there, separate stitching rate should be mentioned of windows and doors.
4	Blinds with complete fitting	Reputed brand	Blinds should be of reputed brand. Rate should be mentioned with fitting and accessories.

Note :

1. Catalogue, samples & Technical Specification must be provided by the vendor.
2. Demonstration of product may also be called for perusal by competent authority on the expenses of the bidder.

  
Director

I read and understand all the terms and condition and accept all.

Signature with seal

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## Annexure-1

### 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 an 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.

Date:  
Place :

Signature of Bidder  
Name:  
Designation:  
Address:

# RAJASTHAN STATE JUDICIAL ACADEMY

Near Medical & Health Dept., Jhalamand Circle, Old Pali Road, JODHPUR- 342 013  
Phone : 0291-2720108 (telefax), 2721787, 2721788, 2720107

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## Annexure-2

### 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 of Bidder  
Name:  
Designation:  
Address:

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## Annexure-3

### 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 thereunder, 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.
- (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.



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- (b) Every appeal shall be accompanied by an order appealed against, if any. Affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to 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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## Annexure-4

### 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 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 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.

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### 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 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.